

Resolution 2024-030

Rescinding All Prior COVID-19 Policy Resolutions from 2020 to Present

The Board of Trustees of Franklin Township, Franklin County, Ohio, met in person in a Regular Meeting at 12:00 p.m. on Thursday, March 21, 2024. The trustee marked below made a motion for the adoption of the following Resolution:

Leezer

Fleshman

Blevins

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio that the Board approved to rescind all COVID-19 policy resolutions from years 2020 to present. Employees are to reference their collective bargaining agreement and/or the employee handbook for guidance.

BE IT FURTHER RESOLVED that all formal actions of the Board concerning and relating to this Resolution were passed in an open meeting of the Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

BE IT FURTHER RESOLVED that this Resolution shall be declared an emergency and shall be in full force effective immediately upon its adoption.

The following trustee marked below seconded the motion:

Leezer

Fleshman

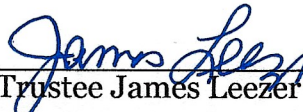
Blevins

Roll was called for the adoption of the Resolution, and the vote was as follows:

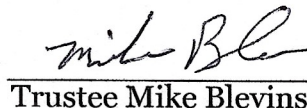
Leezer: YES/ NO

Fleshman: YES/ NO

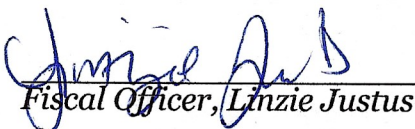
Blevins: YES/ NO


Trustee James Leezer


Trustee John Fleshman


Trustee Mike Blevins

*Adopted on March 21, 2024
Attested to on this 21st day of March 2024*


Fiscal Officer, Linzie Justus

RESOLUTION 20-051

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to have only essential employees in attendance to all Board meetings as outlined by the Ohio Attorney General's Office. Meetings will be accessible to the public through Facebook Live. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-052

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board prohibits all township employees from attending township-wide community block watch meetings during COVID-19 crisis protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-053

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board establish a policy allowing staff to work remotely as established by the Township Administrator. The contracted employee working as the Administrative Assistant will be paid 40 hours/week taking phone calls only and no person-to-person contact. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-054

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves the Fire Chief to place engines and medics in brown out operations based on staffing issues during the COVID-19 crisis.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-056

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept the COVID-19 Police Department's Emergency Management Plan to serve the community safely to protect the officers and the public. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-058

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

Trustee Fleshman moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept the Road Department COVID-19 contingency plan. This will be in affect until further notice during the COVID-10 emergency management protocol.

Trustee Alex seconded the Resolution, the roll was called for its adoption and the vote was as follows:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-059

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to limit the items on meeting agenda to essential items only including bills & payroll. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-060

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to limit staff attendance to Board meetings and department heads will send meeting needs/reports to Administrator Potts. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-061

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves Administrator Potts to approve any township equipment which needs to be taken off township property to be used remotely by staff. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-062

The Board of Trustees of Franklin Township, Franklin County, Ohio met in a Special session on March 16, 2020 at 2193 Frank Road, Columbus, Ohio and the following Trustees were present:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

Trustee Alex moved for the adoption of the following Resolution

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves Administrator Potts as the point-of-contact and Chief Welch as backup point-of-contact person if the County should declare a State-of-Emergency. This will be in effect until further notice during the COVID-19 emergency management protocol.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

✓ YES/□ NO: **Alex** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____, Trustee Horn

_____, Fiscal Officer/
Asst. Fiscal Officer

RESOLUTION 20-075

The Board of Trustees of Franklin Township, Franklin County, Ohio met remotely via teleconference in a Regular session on April 2, 2020 and the following Trustees were present:

(Y) Ralph Horn (Y) Aryeh Alex (Y) John Fleshman

Trustee Alex moved for the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio that the Board approves to create a COVID-19 Paid Administrative Leave Policy for a maximum of (30) thirty days and at that time the employee's situation will be evaluated by the Board. During the (30) thirty-day period the employee will be paid by the Township and will not use their accrued sick time.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

Horn (Y), Alex (Y), Fleshman (Y)

April 2, 2020

_____, Trustee Fleshman

_____, Trustee Alex

_____. Trustee Horn

_____ Fiscal Officer or
Asst. Fiscal Officer

RESOLUTION 20-076

The Board of Trustees of Franklin Township, Franklin County, Ohio met remotely via teleconference in a Regular session on April 2, 2020 and the following Trustees were present:

(Y) Ralph Horn (Y) Aryeh Alex (Y) John Fleshman

Trustee Alex moved for the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio that the Board realizes that some purchases during the State of Emergency may incur state sales tax. Be it resolved to allow the Township to cover state sales tax for emergency purchases related to the Ohio COVID-19 State of Emergency.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

Horn (Y), Alex (Y), Fleshman (Y)

April 2, 2020

_____, Trustee Fleshman

_____, Trustee Alex

_____. Trustee Horn

_____ Fiscal Officer or
Asst. Fiscal Officer

RESOLUTION 20-106

The Board of Trustees of Franklin Township, Franklin County, Ohio held their regular meeting via teleconference per the COVID-19 Emergency Declaration under the Ohio's Open Meeting Act on May 28, 2020 and the following Trustees were present:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

Trustee Fleshman moved for the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio that the Board approves to implement a COVID-19 temporary leave policy for staff as advised by legal counsel, effective immediately.

Trustee Alex seconded the Resolution, the roll was called for its adoption and the vote was as follows:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

_____, Trustee Alex

_____, Trustee Fleshman

_____ . Trustee Horn

_____ Fiscal Officer or
Asst. Fiscal Officer

RESOLUTION 2020-211

The Board of Trustees of Franklin Township, Franklin County, Ohio met remotely via teleconference in a teleconference ZOOM session on Thursday, October 22, 2020 at 6:30 p.m. and the following Trustees were present:

(√) Aryeh Alex (√) John Fleshman (√) Ralph Horn

Trustee Alex moved for the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to accept the Road Department COVID-19 Vehicle Use Policy.

Trustee Fleshman seconded the Resolution, the roll was called for its adoption and the vote was as follows:

√ YES/□ NO: **Alex** √ YES/□ NO: **Fleshman** √ YES/□ NO: **Horn**

_____, Trustee Fleshman

_____, Trustee Alex

_____. Trustee Horn

_____ Fiscal Officer Rhinehart

Resolution 2021-219
COVID-19 Leave Policy to Include Full Time and Part-Time Staff

The Board of Trustees of Franklin Township, Franklin County, Ohio met in person in a regular session at 6:30 p.m. on Thursday, December 16, 2021, and the following trustees were present:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Alex made a motion for the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to extend the current COVID-19 leave policy to include all employees (full time or part-time) including retro pay for pay period November 24th, 2021 – December 7, 2021.

Fleshman seconded the motion; with no discussion, the roll was called and the vote was as follows:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Trustee Ralph Horn, 2021 Chair

Trustee John Fleshman, 2021 Vice-Chair

Trustee Aryeh Alex

Attested to on this 16th day of December 2021:

Fiscal Officer Nick Dunn

Resolution 2022-024

**Revised COVID-19 Temporary Leave Policy
(replacing Res# 2021-219)**

The Board of Trustee of Franklin Township, Franklin County, Ohio met in person in a Regular Session at 6:00p.m. on Thursday, February 10, 2022 and the following trustees were present:

Leezer: YES/ NO **Horn:** YES/ NO **Fleshman:** YES/ NO

Leezer made a motion for the adoption of the following resolution:

BE IT RESOLVED BY THE Board of Trustees of Franklin Township, Franklin County, Ohio that the Board approves to reinstate with revisions the previously expired COVID-19 temporary leave policy, Resolution 2021-219 for full-time and part-time staff. (See Exhibit)

Horn seconded the motion; the roll was called for the adoption of the resolution and the vote was as follows:

Leezer: YES/ NO **Horn:** YES/ NO **Fleshman:** YES/ NO

Trustee James Leezer, 2022 Chairman

Trustee Ralph Horn, 2022, Vice -Chair

Trustee John Fleshman

Attested to on this 10th day of February

Fiscal Nick Dunn/

Assistant Fiscal Officer Robyn Watkins

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

A. Purpose

The purpose of this Policy is to define the rights and obligations of Franklin Township employees in connection with leave taken pursuant to the Families First Coronavirus Response Act FFCRA.

Emergency responders, i.e. Police, Fire, and EMS employees are to follow their Union protocols if such measures are outlined in their Collective Bargaining Agreement.

B. Policy and Effective Dates

Eligible employees may take leave for qualifying reasons in connection with COVID-19 consistent with this Policy. This Policy is temporary and is effective Immediately and until the Board determines it is no longer necessary,

C. Definitions:

The following definitions apply to this Policy:

1. "Eligible employee": An eligible employee means a Township full-time or part-time employee, except as stated in this policy.
2. "Emergency responder": An emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to, police officers, firefighters, emergency medical services personnel, emergency medical technicians, paramedics, emergency management personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. For the purpose of this Policy, all full-time and part-time

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

employees in the Police and Fire Departments are "emergency responders" of the Township.

3. **Full-Time Employee:** A full-time employee IS an employee who is normally scheduled to work 40 or more hours per week
4. **Part-Time Employee:** A part-time employee is an employee who is normally scheduled to work fewer than 40 hours per week.
5. **"Qualifying reason":** A qualifying reason for the use of leave under this Policy means one or more of the reasons stated in Section D, Use of Leave, in this Policy.

D. Use of Leave

An eligible employee may use temporary paid leave under this Policy for the following reasons, if unable to work or telework due to one of these reasons, before using other accrued paid leave: 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); 5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19, or 6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

E. Length of Leave and Compensation:

The length of leave and amount of compensation under this Policy, not deducted from employee leave balances, is limited to the following:

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

1. For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
2. For reason (5): A full-time employee is eligible for up to 2 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.
3. Any and all requested leave beyond these stated terms shall be deducted from the employee accrued vacation leave, personal leave, or medical or sick leave.

F. Calculation of Pay:

1. For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
2. For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).
3. For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**G. Additional Conditions of the TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA):**

1. An employee taking leave under this Policy is entitled to continued coverage under the Township's group health plan on the same terms as if the employee did not take leave.

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

2. An employee taking leave under Category (5) paid sick leave must be present with the minor child or children during regular work hours and otherwise act in a manner consistent with the need for such leave.
3. No employee may take leave intermittently or on a reduced-schedule basis without the prior express approval of the Township.
4. No leave will accrue, or carry over into the following year.

H. Requests for Leave and Documentation:

Employee requests for leave must be submitted as soon as practicable prior to or as soon as possible after the need for leave begins. The employee must request leave on the " Covid-19 Leave Policy Request for Leave" Form. They must also include the required documentation to substantiate their need for leave such as proof of diagnosis of COVID-19 or medical recommendation to isolate and/or for meeting any of additional 'Qualifying Reasons for leave". Employees are required to follow the Township's policies and regular reporting procedures for each absence. The Township will maintain employee medical information confidentially. Employees taking leave under this policy are expected to engage in conduct consistent with their need for such leave. If circumstances of the need for leave change or are extended beyond the CDC's current guidelines, employees must notify their supervisor of the new facts so a determination can be made concerning the appropriate leave, if any, that is available to the employee.

I. Seniority and Reinstatement

Provided the employee meets the conditions of this Policy, an employee who takes leave under this Policy will be reinstated to the same or an equivalent position upon return from leave, except if the position that the employee

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

occupied prior to taking the leave is not available due to an action that would have affected the employee regardless of whether the leave was taken.

J. Retaliation

No employee will be retaliated against for exercising a right to leave in accordance with this policy.

Employee Signature _____ Date _____

Fiscal Officer Signature _____ Date _____

**TEMPORARY EMERGENCY COVID-19 LEAVE POLICY (FFCRA)
REQUEST FOR LEAVE**

{This form must be completed and returned to your supervisor. All information and documents must be submitted for the Request to be considered)

Employee name: _____ Date: _____

Date(s) for which leave is requested: _____

Select the COVID-19 Qualifying Reason for Leave and provide the requested information and documentation to substantiate the need for leave:

- I am subject to a federal, state, or local quarantine, or isolation order related to COVID-19;

Provide the name of the government entity that issued the quarantine or isolation order.

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

- I have been advised by a healthcare professional to self-quarantine because of COVID-19;

Provide the name of the health care provider who advised you to self-quarantine for a COVID-19 related reason:

- I am experiencing symptoms of COVID-19 and I am seeking a medical diagnosis; a. Attach (or provide as soon as available) a health provider's certification that you sought a medical diagnosis for COVID-19 symptoms.
- I have a bonafide need to care for an individual with whom I have a personal relationship, and I would be expected to care for the person, who has been ordered or advised to quarantine or isolate;

Provide the name of the individual for whom you are providing care and your relationship to that person:

- I am needed to, and I am actually, caring for a child under 18 years old due to the unavailability of school or childcare for COVID-19 reasons, or to care for an adult son or daughter, who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability, due to the unavailability of school or childcare for COVID-19 reasons;

Provide Name(s) and age(s) of the child (or children) to be cared for and the name of the school that has closed or place of care that is unavailable:

If there is a need to provide care for a child older than 14 years old during daylight hours, provide a statement of the special circumstance that exist requiring you to provide this care.

**TEMPORARY EMERGENCY COVID-19
LEAVE POLICY (FFCRA)**

**TEMPORARY EMERGENCY COVID-19 LEAVE POLICY (FFCRA)
REQUEST FOR LEAVE**

{This form must be completed and returned to your supervisor. All information and documents must be submitted for the request to be considered)

I hereby certify that I am unable to work or telework because of one or more of the reasons stated above. I further certify that the facts and documents provided by me in support of this application are true and correct to the best of my knowledge. *(5) I certify that no other person will be providing care for the child (or children) during the period for which I am requesting leave for this reason and/or that I am unable to work because of a need to provide care

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The Township reserves the right to require further information.

Township Determination:

- Approved
- Partially Approved
- Disapproved

Comments: