# Request for Unpaid Leave Due to Coronavirus Pandemic

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: [MANAGER NAME]

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am requesting to shelter at home/reduce my work hours during the Coronavirus Pandemic. Since I currently do not have a qualifying event under the Families First Coronavirus Response Act (FFCRA), I understand that my leave from work will be unpaid. I am requesting to start my unpaid leave on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and plan to return on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . If my return date needs to be extended, I will notify you at least seven (7) days prior to my scheduled return date and will complete a new request for unpaid leave.

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_