Submitting a non-exempt COVID19 sick leave request

Before submitting a leave request, review the Understanding the COVID19 leave codes documentation to make sure you are following the correct process for your situation. Contact COVID19@albemarle.org with any questions.

If you have any additional questions about how to complete the Kronos process outlined below, please contact time@albemarle.org.

1. Log into Kronos and click on the My Calendar link on the right-hand side of the page.
2. When the My Calendar page opens, click on the Request Time Off command on the right-hand side of the page.

3. When the Request Time Off window opens, select the appropriate dates in the Start date and End date fields.
4. Click on the dropdown arrow for the Pay code column and select the appropriate type of sick leave, either COVID19 – Sick Family cascade or COVID19 – Sick Self cascade from the dropdown list.

5. Enter the correct start time in the Start time field.
6. In the Duration field, enter the amount of time needed for that day(s).
   - Start time and Duration should be rounded to the appropriate 15-minute increment.

7. Click on the Submit command at the bottom of the window.
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The leave request appears in the header area for requested days, just like a regular leave request.

Note: if you need to cancel a previously-approved leave request, follow the regular directions for cancelling leave requests.

Once your supervisor has approved the leave request, it appears on your timecard just like a regular leave request.

The amount of COVID19 leave used is summarized in the Totals tab.

Note: Following the processes outlined in the Understanding the COVID19 leave codes documentation, the first 80 hours of leave usage draws from the Emergency Leave bucket assigned to the employee. Once those 80 hours are exhausted, the COVID leave request is fulfilled from the employee’s own leave balances. In the screenshot below, the employee’s own sick leave is used for Friday, April 10.