



COVID-19 LEAVE

RE-CLASSIFICATION DECLARATION

GNWT Employees who took leave due to illness from COVID-19 or due to COVID-19 isolation requirements between April 1, 2022, and January 29, 2023, may be eligible for COVID-19 Leave Re-Classification. Eligible employees will have leave re-classified and reinstated to the appropriate leave banks.

Affected Employees are directed to fill out and submit this Declaration using the links provided on the HRIS home page to submit a claim for Leave Re-Classification.

Employees who require assistance should discuss with their supervisors.

Declaration of Employee

I, _____, do hereby affirm:

- that the information set out in this form is true and accurate to the best of my knowledge;
- that any leave I am seeking to have reclassified as COVID-19 Sick Leave was taken while I was ill and had tested positive for COVID-19; and
- that any leave I am seeking to have reclassified as COVID-19 Special Isolation leave was taken while I was required to isolate due to COVID-19 or required to provide care for a dependent due to COVID-19 illness or isolation order.

Employee Signature: _____

Employee Record Number: _____

Date: _____

Form Instructions

1. Date – Date Leave Taken.
2. Prior Leave Code Used in HRIS Timesheet during the absence due to Covid-19 or Covid Isolation – review the HRIS Timesheet to find the Leave Code.
3. Hours of Leave Taken – review the date in HRIS Timesheet to locate hours used.
4. Type of Leave Requested - COVID-19 Sick Leave or COVID-19 Special Leave.

Note: Upon review of this form, your direct supervisor may request documentation to support your application, including isolation orders. If supporting materials are provided, your supervisor will review and confirm necessary details and then return the materials to you.

