
Memorandum

To: ESBOCES Employee
From: Chris Cook
Date: January 5, 2023
Re: Applying for COVID Leave in 2023

If you are seeking to apply for NYS COVID leave:

- You must have tested positive for COVID at a testing facility or have a note from a medical provider.
- You must use the attached form (also posted on EDocs and our website).
- You must provide a confirmed COVID-19 positive test to qualify for COVID Leave. That test must be from a testing facility or a medical provider.
- You must complete, sign and scan back your completed form to HRCovidrequests@esboces.org.
 - In the subject, please write: Your Name – COVID Leave Request.

Note: due to the high volume of requests we are receiving, it may take several weeks for your documentation to be reviewed, and for your accruals to be credited if eligible. If you have already submitted a COVID leave request, you should not resubmit a new form at this time. If any additional information is needed to process your previously submitted request, you will receive an email.
