



COVID-19 Leave Best Practices

Pursuant to the Navajo Nation Personnel Policies Manual Section X(B)(3)(h), *COVID-19 Leave*, the Navajo Nation recognizes that an employee may have a need to be absent from work due to health issues that arise from the COVID-19 pandemic. COVID-19 Leave may be approved for employees who are in need of personal leave due to COVID-19 to care for themselves, or a family member, or to be away from the work place as required by his or her employer.

In support of the Navajo Nation’s ongoing response to the Coronavirus pandemic, below are COVID-19 Leave Best Practices for both supervisors and employees:

Stay Safe	Properly wear your mask, social distance, wash your hands, and eat healthy.
Be Informed	Review the COVID-19 Leave Policy, Procedures & Disclosure Form Review the COVID-19 Leave request categories: <ul style="list-style-type: none"> • Employee Request Sample Categories a. & b. • Supervisor Memorandum Sample Categories a. & b.; and Category c.
Start Early	Gather all necessary documentation and ensure it is attached to request, i.e. Written Request to Supervisor, Memorandum from Supervisor, or Medical Documentation from Medical Provider.
Verify	Prior to submitting a leave request, ensure the number of approved COVID-19 Leave hours is correctly indicated. If applicable, attach flexible work schedules i.e. shift schedules.
Ask Questions	If unsure, seek guidance from DPM - Employee Relations at (928) 871-6153
Uphold Confidentiality	Maintain confidential documentation and information related to leave request and COVID-19 testing results.
Stay Informed	Communicate with employee regarding COVID-19 testing results and remind them of their COVID-19 Leave end date. If an extension is needed, submit documentation in advance.
Return to Work	Provide Negative Test Results to DPM and Supervisor prior to return.

For more information, please contact the Department of Personnel Management - Employee Relations Section or refer to the DPM website. Thank you and stay safe.