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# Application process for requesting COVID-19-specific leave

(Information for employees)

- If you or your household member has an underlying condition and was directed by a doctor to self-quarantine, and you are unable to work from home, to request leave, complete the forms specified below, which include a medical questionnaire, and submit the completed forms or inquiries to [COVID19-WPAT@verizon.com](mailto:COVID19-WPAT@verizon.com).

- Forms: [California employees](#) | [All other employees](#)

If you don't have access to these forms, please reach out to your HR business partner.

- If you are diagnosed with COVID-19, you or your HRBP should send an email to [VZ.Emergency.Leave@Verizon.com](mailto:VZ.Emergency.Leave@Verizon.com) and request leave. You are required to provide reasonable documentation that the leave is being taken for the permitted purpose.
- If you have a child or children whose school or daycare has been closed and there is no other child care available, and you are unable to work from home, send an email to [VZ.Emergency.Leave@Verizon.com](mailto:VZ.Emergency.Leave@Verizon.com) and request leave. The email should state the child's/children's age, that there is no other childcare option available, and that you will notify Verizon at the same email address if child care becomes available. Additionally, you must provide a copy of the school or child care closure notice.
- If you are unable to work because you are caring for a person medically diagnosed with COVID-19 who is unable to provide self-care and for whom another caregiver is not available, you should send an email to [VZ.Emergency.Leave@Verizon.com](mailto:VZ.Emergency.Leave@Verizon.com) requesting this leave. In your email, state that you are caring for someone who has been diagnosed with COVID-19 and that there is no other caregiver available. Verizon will require reasonable documentation that the leave is being taken for the purpose permitted.
- If you are symptomatic but not diagnosed with COVID-19, you should contact your HRBP, who will appropriately code your timesheet.
- Verizon Media employees (domestic and international) should contact HRAnswers to request these leaves.
- International employees should send requests to [ZINTL-COVID-19LOA@intl.verizon.com](mailto:ZINTL-COVID-19LOA@intl.verizon.com).