Winthrop University
SICK LEAVE ADVANCEMENT REQUEST FORM

The Governor has authorized use of sick leave for leave-eligible employees for absences incurred as a result of the COVID-19 event. Employees who have depleted all available leave (including available compensatory time) may request an advancement of their sick leave (up to 15 days) by completing the information below and submitting to the Office of Human Resources. Any leave advanced will be repaid each month from your accrued sick leave until the balance is settled.

Name (print)	College/Division
Winthrop ID	Department

I request an advancement of _____ hours. I understand that the leave will be repaid monthly from my accrued sick leave.

Employee's Signature	Date
Supervisor's Approval	Date

FOR HR USE ONLY			
Transaction Date	HR Rep	Hours Returned:	Hours Advanced/Balance: