



**TELEWORK REQUEST FOR CHILDCARE LEAVE DUE TO COVID-19**

An employee with approval may telework if the employee is caring for a child under the age of 18 years while school or place of care has been closed or whose childcare provider is unavailable due to COVID-19 precautions. The employee must complete this form with the required documentation and submit to: [COVID-19Inquiry@dot.nyc.gov](mailto:COVID-19Inquiry@dot.nyc.gov).

- 1. **Employee Name:** **Employee ID:**
  
- 2. **Date(s) for which leave is requested:**
  
- 3. **Qualifying reason for the leave:**
  
- 4. **Oral or written statement that the employee is unable to work because of the qualified reason for leave (in this case care for a child):**
  
- 5. **Name and age of child:**
  
- 6. **The name of the school, place of care or childcare provider that has closed or become unavailable:**
  
- 7. **A communication attached from the school that provides the remote/hybrid learning schedules for the child, if applicable:**
  
- 8. **A representation that no other suitable person will be caring for the child during the period of the leave:**

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**For Human Resources Approval Only**

**Approved**

**Denied**

**Date:**