
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.

- 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 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 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 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.