



Westmoreland County Human Resources

2 North Main Street, Suite 108

Greensburg, Pennsylvania 15601

Phone (724) 830-3770, Fax (724) 830-3474

Application Process for Requesting COVID-19 Specific Leave

- If you or your household member was directed by a doctor to self-quarantine, and you are unable to work from home, to request leave, send an email to EmergencyLeave@co.westmoreland.pa.us. Include in the email the directive provided to you by your doctor including specified time to quarantine.
- If you are diagnosed with COVID-19, you need to email EmergencyLeave@co.westmoreland.pa.us to 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 childcare available, and you are unable to work from home, send an email to EmergencyLeave@co.westmoreland.pa.us 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 the County at the same email address if childcare becomes available. Additionally you must provide a copy of the school or childcare 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 EmergencyLeave@co.westmoreland.pa.us 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. The County will require reasonable documentation that the leave is being taken for the purpose permitted.
- If you are symptomatic for COVID-19, please contact Human Resources for further guidance.

For more questions regarding COVID-19 leave, please contact human resources or refer to the Pandemic Activation and Response Policy.

