



**NEW HAVEN**  
ASSISTED LIVING & MEMORY CARE  
Serving TX Since 2013



**Fairhaven  
Denton**  
HAPPINESS LIVES HERE



Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Worksite Location: \_\_\_\_\_

On (date: )\_\_\_\_\_ you tested positive for COVID-19. Due to this positive test result, we are approving you for an immediate 14-day unpaid Pandemic Leave. **Note: An unpaid pandemic leave does not guarantee that upon return from leave you will be restored to your original or equivalent position with equivalent pay, benefits, and other employment terms. Per CDC guidance, asymptomatic staff who are fully vaccinated or were COVID-19 positive within the previous three months and have a higher risk exposure do not need to be restricted from work.**

While out on leave, you may use any accrued PTO hours. However, no further hours will accrue while you are out on leave. Our records show a total of (number of hours: )\_\_\_\_\_ hours are available at the time of this leave. If you wish to use PTO, please request time off in ADP: (pathway: log into ADP > click on “Myself” tab, and then “Time Off” > “Request Time Off”).

If asymptomatic and no symptoms develop during daily monitoring, quarantine can end after day 10 without testing; or day 7 with a negative COVID-19 test result (test must occur on day 5 or later). Please contact your supervisor to see if shifts are available. However, if symptoms persist after 14 days, please contact your facility’s Administrator for additional information on how to proceed.

If you have any questions, please feel free to contact Human Resources by email [hr@newhaventexas.com](mailto:hr@newhaventexas.com) or by phone (737) 230-3190.

Thank you,

Signature: \_\_\_\_\_

Title: \_\_\_\_\_