Ms. Diane Rabinowitz

Director

Human Resources

Zeppelin Communications LTD.

227 First Street, Suite 222

Cleveland, OH 42367

Dear Ms. Rabinowitz,

As per our conversation this morning, I am submitting this letter to request sick leave. I have already covered the details of this matter with you and my department manager and supervisors and with this letter I hope now we can get this matter processed quickly.

My primary doctor and medical team are advising me to stay at home as much as possible due to the recent events regarding the novel coronavirus (COVID-19). My doctor has told me that the CDC and the WHO are recommending sick people to be at least twelve (12) days in self quarantine to prevent others from getting sick and to monitor the flu to make sure symptoms don’t get worse. I have attached the necessary doctor’s notices and medical reports that human resources needs, if you need any other verification or information about my sick leave, please let me know soon so I can provide the info requested.I hope to hear from my department that everything has been approved. While I do expect to be back at work twelve days after the preventive quarantine, if symptoms worsen and more time is needed, I will contact both human resources and my department managers immediately. My overall desire is to minimize disruption as much as possible.

I do know this is fairly quick notice, but I hope you understand the global effort we are making to prevent others from getting sick. I appreciate everyone’s prompt attention to this matter.

Respectfully,

Leonard G Barnard