

# Stanwood-Camano School District No. 401

## Substitute Paid Sick Leave Request Form

Employees are responsible for completing this form to request a deduction from their sick leave balance and to receive the corresponding amount of pay in the pay period the time off occurs.

NAME \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_  
(Use a separate form for each month)

WORK LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_

SICK LEAVE BALANCE \_\_\_\_\_  
(Located: <http://www.stanwood.wednet.edu>, Staff/Substitute Links, Skyward Login, Employee Access, Time Off)

Certificated or Classified	Date of Absence	Subbing For	Cancelled Job #	# of Sick Leave Hours Taken	Payroll Use Only

For absences that exceed three days, the district may require verification that the employee's use of sick leave is for an authorized purpose.

**\*\*Certificated Substitutes may use paid sick leave in half-day increments only (3.50 hours or 7 hours)**

**\*\*Classified Substitutes may use paid sick leave in a minimum of one (1) hour increments**

**My signature below certifies that this leave conforms to the terms and conditions of the District policy governing my employee group.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY**

I certify this leave conforms to the District policy and the employee was scheduled for a specific assignment on the date leave was used.

\_\_\_\_\_  
*Substitute Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director of Human Resources*

\_\_\_\_\_  
*Date*



## Substitute Employee Paid Sick Leave Notification

You are entitled to accrue paid sick leave beginning January 1, 2018 or on your first day of work, whichever is later.

### Authorized Uses

Paid sick leave may be used for the following purposes:

- The employee's mental or physical illness, injury or health condition, including medical diagnosis, care, or treatment, or the employee's need for preventive medical care;
- To allow the employee to care for a family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, or treatment, or to care for a family member who needs preventive medical care;
- Closure by order of a public official for any health-related reason of the employee's work location or the employee's child's school or place of care; or
- If the employee or the employee's family member is a victim of domestic violence, in accordance with state law, chapter 49.76 RCW.

### Eligibility for Use

Sick leave can be used when the employee has unforeseeable circumstances and needs to be absent for any of the above reasons from an assignment for which the employee was previously scheduled to work. Certificated substitute employees may use paid sick leave in half-day or full-day increments only.

Classified substitute employees may use paid sick leave in one (1) hour increments. Employees using sick leave will be paid at the rate of pay associated with the assignment(s) from which the employee is absent.

If the absence is unforeseeable, the employee must contact the substitute coordinator and if already at work, his/her supervisor as soon as possible before the employee's scheduled start time. For absences that exceed three days, the district may require verification that the employee's use of sick leave is for an authorized purpose. Such verification must be provided within ten calendar days following the first day of the absence.

### Accrual of Sick Leave

Employees accrue sick leave at a rate of one (1) hour for every 40 hours worked. At the end of the sick leave accrual year (September 1 – August 31) any unused sick leave of 40 hours or less will carry over to the following year. The maximum amount of carryover from one school year to the next is 40 hours. If an employee leaves employment with the district and is rehired within 12 months of separation, any accrued, unused sick leave up to 40 hours will be reinstated to the employee's sick leave balance. Unused sick leave accrued under this policy will remain credited to the employee if the employee is hired into a regular contracted position within the district.

### Notification

Employees will be notified of their accrued sick leave hours, sick leave hours used, and current sick leave hours available for use through Skyward Employee Access and monthly paycheck.

### Prohibition of Retaliation

There will be no retaliation against an employee for lawful exercise of his/her paid sick leave rights. If an employee believes he/she is being retaliated against for such use, the employee should report the concern to the Executive Director of Human Resources.



## **Substitute Employee Paid Sick Leave *Process to Request and Use Paid Sick Leave***

### **Requirements:**

Employee must be scheduled for an assignment to be eligible to request paid time off and employee must have a sick leave balance available for use.

### **Employees Who Use Sub Online**

#### ***Employee Responsibilities:***

- Report absence by calling the Substitute Coordinator as soon as possible, before the required start of the employee's shift, when full assignment or a portion of the assignment will be missed.
- Verify available sick leave balance through Employee Access or on paystub.
- Complete the "Substitute Paid Sick Leave Request Form" and turn the original in to the Substitute Coordinator as soon as possible within the current month (The form is available in each building, at the District Office, and on the district website)

#### ***Substitute Coordinator Responsibilities:***

- Substitute Coordinator will update Substitute Online when an employee calls in an absence for an assignment.
- Verify the assignment was scheduled and the number of hours absent from the assignment is accurate on the "Substitute Paid Sick Leave Request Form".
- Sign and date the "Substitute Paid Sick Leave Request Form".
- Turn the form in to Payroll as soon as possible within the current month.

### **Employees Who Are Paid on Timesheet or are Already at Work**

#### ***Employee Responsibilities:***

- Report absence to the Supervisor, as soon as possible before the required start of the employee's shift, when full assignment or a portion of the assignment will be missed.
- Verify available sick leave balance through Employee Access or on paystub.
- Complete the "Substitute Paid Sick Leave Request Form" and turn the original in to the Supervisor as soon as possible within the current month.

#### ***Supervisor/Office Manager Responsibilities:***

- Verify an assignment was scheduled and that the number of hours absent from the assignment is accurate on the "Substitute Paid Sick Leave Request Form".
- Sign and date the "Substitute Paid Sick Leave Request Form".
- Turn the form in to Payroll as soon as possible within the current month.