

SAN LEANDRO UNIFIED SCHOOL DISTRICT

Personnel Services Department

2600 Teagarden Street

San Leandro, CA 94577

(510) 667-3523

Substitute Request for Paid Sick Leave

SLUSD provides paid sick days to substitute employees of up to 40 hours or five days in each school year of employment. Paid sick leave can be utilized only on days on which SLUSD has offered the substitute a job assignment, and the substitute cancels the assignment for one of the allowable reasons. Please submit this form to Personnel Services to utilize accrued paid sick leave. If the need for paid sick leave is foreseeable, the substitute shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the substitute shall provide notice of the need for the leave as soon as practicable. Substitute must complete top portion of this form in it's entirety to avoid processing delays.

EMPLOYEE INFORMATION:

Full Name: _____ **PSL #/ Employee ID #:** _____

Reason for Request:

☐

Diagnosis, care or treatment of an existing health condition or preventative care for self or family member

☐

Employee is a victim of domestic violence, sexual assault, or stalking

Date(s) of Request to Use Paid Sick Leave (must be on a date SLUSD has offered a job assignment):

Frontline Job #(s) :

Position :

Ex: LMMS, Office Technician, Custodian
A, Admin Assistant, or Employee's
Name

Site Location:

**Total # of Days
Requested:**

**Number of Sick Leave
Submitted this Year:**

Employee Signature:

Date Submitted:

FOR DISTRICT PERSONNEL SERVICES DEPARTMENT USE ONLY

☐ **Confirmed Employment Offered on
date(s) requested:**

**Different Frontline Job # than
Listed Above:**

☐ **Leave Balance Verified: EMAIL ESCAPE First Request**

**Leave Balance Prior to
Request:**

Date Submitted to Payroll:

Submitted By: