



SAN LEANDRO UNIFIED SCHOOL DISTRICT

Personnel Services Department
835 E. 14th Street, Suite 200
San Leandro, CA 94577
510-667-3525

Substitute Teacher Request for Paid Sick Leave

return to kmiller@slusd.us

SLUSD limits the use of paid sick days to 24 hours or three 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.

Employee Name:

PSL#:

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

Job #(s):

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 Submitted:

Signature:

For District Personnel Services Department Use Only

Employment offered on date requested? Yes No

Leave Balance Verified? Yes No

Date Submitted to Payroll:

Submitted by:

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper)

**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014
PAID SICK LEAVE****Entitlement:**

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

Usage:

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.