

**Escondido Union High School District
AB 1522 Paid Sick Leave Request for Substitutes Form**

<u>Last Name</u>	<u>First Name</u>	<u>Employee ID #</u>
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California Law provides for paid sick leave under AB 1522 Healthy Workplace/Healthy Families Act of 2014.

Sick leave can be used for the diagnosis, care, or treatment of an existing health condition, as well as preventative care for the employee or family member. In addition, sick leave can be used for an employee that is the victim of domestic violence, sexual assault, or stalking.

Paid sick leave can be taken in minimum increments of two (2) hours and is limited to twenty-four (24) hours per year.

By submitting this form, I certify that:

- I have been offered a substitute position through the Absence Management system,
- I am requesting sick leave per AB 1522,
- I was not and will not be employed elsewhere during my regular work hours within the time period claimed,
- I am a substitute employee, and not covered under a collective bargaining agreement.

Classified Employee	Date(s) of Absence	Position Declined	Site Declined	# of hours absent	Start	End
[] Sick	<i>Example: 10/17/17</i>	<i>Custodian</i>	<i>EHS</i>	<i>2.5 hours</i>	<i>8:00 a.m.</i>	<i>10:00 a.m.</i>
Certificated Employee	Date(s) of Absence	Position Declined	Site Declined	# of hours absent	Start	End
[] Sick	<i>Example: 10/17/17</i>	<i>Teacher</i>	<i>SPHS</i>	<i>2.0 hours</i>	<i>8:00 a.m.</i>	<i>10:00 a.m.</i>

My signature below verifies that the sick leave stated on this form follows the requirements listed above, and is not useable for the purpose of vacation.

Employee Signature

Date _____

Please do not write below this line

☐ Approved ☐ Denied Comments:

Employment available on date(s) requested

☐ yes ☐ no

Has worked 30 days within school year (beginning July 1)

☐ yes ☐ no

Has been employed 90 days since date of hire (eligible to use sick leave)

☐ yes ☐ no

Leave balance sufficient (check all positions)

☐ yes ☐ no

PERS/STRS retiree

☐ yes (not eligible) ☐ no (eligible)

Long-Term Sub Rate

☐ yes ☐ no

Entry will show on the pay-stub in the month of:

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sept ☐ Oct ☐ Nov ☐ Dec

Payroll/Attendance Technician

Date Entered