



**SUBSTITUTE SICK LEAVE REQUEST FORM
(AB1522)**

PLEASE COMPLETE AND RETURN TO HUMAN RESOURCES DEPARTMENT AT THE DISTRICT OFFICE. THIS FORM MUST BE SUBMITTED WITHIN THREE (3) BUSINESS DAYS OF ABSENCE.

EMPLOYEE INFORMATION

EMPLOYEE Name: _____
Employee Phone #: _____ Employee Email: _____

ABSENCE INFORMATION

Assignment Location: _____ Assignment Type: _____ SmartFind Express Job #: _____

Date of Absence: _____ Absence Start Time: _____ Absence End Time: _____ Total Absence Hours: _____

Reason: _____

By submitting this form, I certify that the following is correct and true:

- I was not and will not be employed elsewhere during the time period claimed above.
- I have been offered and accepted the above-referenced substitute assignment.

Employee's Signature: _____ Date: _____

Authorization (OFFICE USE ONLY)

Personnel Signature: _____ Date: _____

GUIDELINES AND PROCEDURES

- If the need is foreseeable, you must provide reasonable advanced notice.
- Certificated and Classified Aide Subs*: Notify the assigned School Office (via phone) and District Office (via email to substitutes@saratogausd.org) and cancel the assignment in SmartFind Express as soon as possible. You must note the SmartFind Express job number on form above.
- Custodian Subs*: Notify Director of Facilities as soon as possible.
- Child Nutrition Services Subs*: Notify Director of Food Services as soon as possible.

- You may begin using accrued sick leave after 90th day of employment.
- You may only use sick leave you have already accrued and available to use at the time of the absence, up to a maximum of twenty-four (24) hours per fiscal year (July 1 – June 30).
- Sick leave may be taken in minimum increments of .25 hours (15 minutes).
- Submit completed form within three (3) business days of absence to the Human Resources Department at the Saratoga Union School District Office via email to substitutes@saratogausd.org, via fax to 408-867-2312, or dropping off a copy at 20460 Forrest Hills Drive, Saratoga, CA 95070.

QUESTIONS – PLEASE CONTACT

Human Resources: (408) 867-3424 ext. 504

Payroll: (408) 867-3424, ext. 518

SITE CONTACTS

Argonaut Elementary: (408) 867-4773

Foothill Elementary: (408) 867-4036

Saratoga Elementary: (408) 867-3476

Redwood Middle: (408) 867-3042

Facilities: (408) 867-4060 ext. 299

Food Services: (408) 867-3042 ext. 256