

Substitute Sick Leave Procedure

Guidelines

- You must have a sick leave balance available in order to be eligible. Your balance can be found in your Skyward/Employee Access account.
- Classified substitute sick leave may be requested in any increment up to 8 hours per day.
- Certificated substitute sick leave requests must be requested in 4 hour, 6 hour or 8 hour per day increments.
- Sick Leave pay will be paid out on the following months paycheck.
- ** Sick Leave earned on assignments are only eligible for cash-out in accordance with the WAC: 392-136-020

How to Claim your Sick Time

- **STEP 1-** Fill out the [Substitute Sick Leave Request Form](#) located on both the Substitute and Payroll page of the District Website.
- **STEP 2-** Email completed form to Payroll at slc.payroll@ssd412.org. Incomplete forms will not be processed and will be returned.

Unforeseen Illness?

Substitutes have 24 hours prior to the **start** of the assignment to cancel. In the event you have missed the cut off to cancel please contact **both** the Substitute Coordinator at substitute.coordinator@ssd412.org (206) 393-4224 **and** school Office Manager as soon as possible.

Sick Leave Policy (Washington State Initiative I-1433)

*Effective January 1, 2018, substitutes will accrue paid sick leave at a rate of one (1) hour for every 40 hours worked
Paid sick leave may be used for:*

- *The employee's mental or physical illness, injury or health condition*
- *Preventative care for the employee such as medical, dental, or optical appointments and/or treatments*
- *Care of a family member with an illness, injury, health condition or for preventative care*
- *Closure of the employee's work location or child's school/place of care by order of a public official for any health-related reasons*
- *If the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking*

******Substitutes may only carry a maximum of 40 hours of sick leave every school year******