Substitute Sick Leave Procedure

SHORELINE PUBLIC SCHOOLS

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.
- Sick Leave pay will be paid out on the following months' paycheck.

How to Claim your Sick Leave

- **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******

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