



SUBMIT TO:
 Human Resources
 Romoland School District
 25900 Leon Road
 Homeland, CA 92548

REQUEST FOR SICK LEAVE

Under the Healthy Workplace Healthy Families Act of 2014 (AB1522), non-bargaining unit employees of the Romoland School District will now be eligible for Paid Sick Leave.

An employee is eligible to use Paid Sick Leave for the employee’s own (or a family member’s) diagnosis, care, or treatment of an existing health condition, for preventative care for specified purposes, or when the employee is a victim of domestic violence, sexual assault or stalking.

Employees are eligible to use up to twenty-four (24) hours of Paid Sick Leave each fiscal year.

To be eligible to request Paid Sick Leave you will have to have accepted a job from the District Substitute placement system (Eschool Solutions) a minimum of 12 hours before releasing or cancelling the job due to illness, complete this form and submit to the Sub Caller Personnel Secretary prior to the closing of the current pay period as delineated by the posted payroll schedule.

Name: _____

Guest Teacher Classified Sub Coach Workability Student Other: _____

Employee Number : _____

Last 4 of social security : _____

Job Number : _____ Position Title : _____

School Site : _____

Date Absent : _____

Sick Leave Hours Requested (**not to exceed job hours**) :

Substitute Teacher (**please circle one**) :
 Half Day (**4 hours**) Full Day (**8 hours**)
 Classified Substitute Hours : _____

Are the Sub Caller Personnel Secretary at RSD and the Site Secretary aware of this sick leave request ? Yes No

Requests made that comply with Sick Leave guidelines will be processed according to the pay schedule.

Employee Signature _____ Date _____

TO BE COMPLETED BY PERSONNEL:			
Received By:	_____	Received Date:	_____
Date Sick Leave Granted:	_____	Date Sick Leave Denied:	_____
Reason/Supporting Notes:	_____		