

# CHULA VISTA ELEMENTARY SCHOOL DISTRICT

<b>PAID SICK LEAVE REQUEST</b> NON-CONTRACT EMPLOYEES- SUBSTITUTES					MONTH	YEAR	LOCATION					
LAST NAME, FIRST NAME & INITIAL					DISTRICT EMPLOYEE ID NO.			JOB TITLE				
					<b>Budget Organization SUBDESK USE ONLY</b>							
JOB DATE	HOURS	CONFIRMATION NUMBER	FD	RESOURCE	S-RES	YR	GOAL	FUNCTION	LOC	ACCOUNT	%	
<b>PAYROLL USE ONLY:</b>					ALL <input type="checkbox"/> YES <input type="checkbox"/> NO      REASON: <input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MAX HOURS USED <input type="checkbox"/> PARTIAL HOURS USED HOURS PAID:							
Budget Organization								PAYROLL USE ONLY				
FD	RESOURCE	S-RES	YR	GOAL	FUNCTION	LOC	ACCOUNT	%	TIME	RATE	GROSS	
EMPLOYEE SIGNATURE						DEPARTMENT APPROVAL						
DATE SUBMITTED						PAYROLL DATE			PROCESSED BY			

- Instructions:
- Employees are eligible to claim Paid Sick Leave after the 90<sup>th</sup> day from hire date.
  - List all Paid Sick Leave requests in hours. Minimum usage must be 2.0 hours per day.
  - Sign and submit form to [essc.subdesk@cvesd.org](mailto:essc.subdesk@cvesd.org) for review and processing within 30 days of assignment. Forms must include a confirmation number.
  - A maximum of 40.0 hours can be used per Fiscal Year. Sick Leave does not roll over.
  - Qualifying paid sick leave only applies to assignments that were scheduled for a minimum of 24 hours.

Send approved form to Payroll Department.