AB 1522
Paid Sick Leave
Process for Substitutes

- You begin accruing paid sick leave once you have worked 30 days within one year.
    - One year for TUSD is defined as July 1st through June 30th.
- You are able to begin using the sick leave on your 90th day of employment (as long as you have actually worked at least 30 days within one year).
- You earn 1 hour of sick leave for every 30 hours worked.
- If you leave the district and come back within one year, your sick leave is reinstated.
    - If you weren't accruing yet (worked less than 30 days in one year), you start over.
- Your sick leave balance, if you are eligible to use it, will be printed on your pay check or on a report sent to you monthly to the address on file.
- Your sick leave will be carried over into the next year under the following conditions:
    - Only if you meet the minimum requirements (worked 30 days in one year AND have been employed by TUSD for 90 days).
    - Only 48 hours will be carried over into the new year.
- To use your sick leave:
    - Accept an assignment, Cancel the assignment, Call in to the site to let them know you will not be able to make it, Fill out a green/blue slip and turn it into the site's office or the Fiscal Department of the District Office within 3 business days of the absence.
- Please call the Finance & Accountability office at (350) 206-3900, Option 6 with any further questions.