EDMONDS SCHOOL DISTRICT
20420 68th Avenue West
Lynnwood, WA 98036-7400

EDMONDS EDUCATION ASSOCIATION
19105 36TH Avenue West, Suite 101
Lynnwood, WA 98036

Implementation Procedures

CERTIFICATED SUBSTITUTE REQUEST AND USE OF PAID SICK LEAVE

Pursuant to Section 11.3 F of the Procedural Agreement, certificated substitutes earn sick leave based on hours worked; for every forty (40) hours worked, one (1) hour of sick leave is earned.

SICK LEAVE REQUEST/USE REQUIREMENTS:

- Sick leave must be taken on days when students are attending.
- The reason for taking sick leave must be a qualifying condition under Section 11.3. E. of the contract.
- Certificated Substitutes must have an accrued sick leave balance available..
- Sick leave may only be used in half-day (3.5-hour) or full-day (7-hour) increments.
- The full-day sub rate is the maximum salary allowed on a day when sick leave is used.
- Using leave on a High Usage Day does not qualify for the additional $25 pay.
- Sick leave pay will be processed according to the Certificated Substitute Payroll Schedule published in the handbook.
- Sick leave requests must be submitted as leave is taken or as soon as possible within the month the leave was taken.
- Sick leave requests received by the 20th of the month will be processed at the end of the month. Requests received after the 20th will be processed the month following

CERTIFICATED SUBSTITUTE REQUIREMENTS

- Verify the available I-1433 sick leave balance in Qmlativ Employee Access
- Complete the Paid Sick Leave Request Form and turn in the original to HR/Payroll

Paid Sick Leave Request Form is available on the Staff Workspace:
Edmonds Staff Workspace

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