



**SUBSTITUTE AND TEMPORARY STAFF
REQUEST FOR USE OF PAID SICK LEAVE**
Must be received in HR no later than the 16th of the month

Name: _____

Employee ID: _____ or Last 4 of SSN: X X X – X X - _ _ _ _

Total Hours of Sick Leave on Last Pay Statement: _____

Date: <i>(one date per line)</i>	Hours Absent: <i>(start & end time that would have been worked, ex. 8am – 3pm)</i>	Hours Requesting To Be Paid: <i>(min. 2 hours per day, max. 8 hours per day)</i>

- I confirm that I have read the sick leave eligibility requirements below and meet the requirements for payment.
- I request to be paid these hours and understand they will be deducted from my sick leave accruals.
- I have entered the sick leave time on my timesheet.

Print Name *(legal name)*

Signature

Date

AUTHORIZATION

(Accruals verified and deducted in HR and forwarded to Payroll for payment):

Human Resources Representative

Total Hours To Be Paid

Date

Beginning July 1, 2015, and in accordance with the Healthy Workplaces/Healthy Families Act of 2014, the Contra Costa County Office of Education (CCCOE) will be providing paid sick leave to substitute and temporary staff as governed under the provisions of the law.

To be eligible to request for payment of sick leave:

- Employees must have worked at least 30 days with CCCOE and have been employed for more than 90 days.
- Employees will accrue 1 hour of paid sick leave for every 30 hours worked.
- Employees can use a maximum of 6 days (48 hours) of accrued sick leave per fiscal year.
- The minimum amount of sick leave time used per day is 2 hours.
- Time accrued and available to will be printed on your monthly paycheck remittance.
- Sick leave can be used for an employee or family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Paid Sick Leave form must be attached to time sheet of period using the sick leave and turned in to Human Resources by the 15th of the month in order to be paid. On time sheet, please list absence for the day, and hours absent. If received after the 16th, payment will be delayed until the next month.

Please contact Human Resources at (925) 942-5344 if you have any questions.