



Galt Joint Union Elementary School District Substitute Sick Leave Request Form

Sick leave is available to all substitutes that have worked 30 days or more in a 12 month fiscal year.

- Eligible substitutes will receive 3 days sick leave for certificated and 24 hours for classified
- Sick leave for new employees will not be available until the 90th day of employment
- Sick leave needs to be used as half day or full day for certificated and no less than 2 hour increments for classified
- Must be reported in Aesop and on a timesheet
- Sick leave will not accrue from fiscal year to fiscal year
- Sick leave can only be used for the following reasons:
 - ✓ Diagnosis, care or treatment of an existing health condition of, or preventative care for, an employee or an employee's "family member."
 - ✓ Use related to being a victim of domestic violence, sexual assault, or stalking

Please submit completed form to payroll by the 21st of each month.

Name: _____

Date of Sick Leave	Job Number

Signature

Date