



WUSD Substitute Employees: Procedures for Using Sick Leave

Eligibility:

You must have accrued sick leave to use it; your sick leave balance in hours appears on your pay stub. You must be employed with WUSD for at least 90 days in order to request sick leave.

Procedures:

In order to use sick leave time, you must report your inability to complete an accepted assignment for a reason listed in the Healthy Workplaces/Healthy Families Act of 2014 (for your own illness, to care to a family member who is ill, for your own or a family member's preventative care, or because you were a victim of domestic violence, sexual assault or stalking).

To use sick leave, please provide as much notice as possible but cancel an accepted assignment no later than 6:00 a.m. the day of the assignment. If your request to use sick leave comes after 6:00 a.m, you will *not* be eligible to use sick leave and will *not* be paid for the cancelled assignment. You may also use sick leave time if you become ill during an accepted assignment.

Cancel your assignment in Aesop to allow another substitute to pick up the job. Be sure to indicate your reason for cancelling from the drop down menu under "Choose a Cancellation Reason" (or in Subfinder, note your reason for cancelling in the "Report Absence" note field). The time you cancelled the assignment will be recorded.

NOTE: Please cancel the job you can no longer accept as far in advance as possible so another substitute may be secured.

To inform payroll that you would like to use your sick leave, please fill out and attach the Request Form and submit the form with the corresponding time sheet. Please write "Sick Leave" on the date/time you were absent on your timesheet.