



## 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 or 90 days or more for the District.

- Eligible substitutes will receive 5 days sick leave for certificated and 40 hours for classified
- 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 Frontline 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:
  - ✓ For treatment, diagnosis or preventative care for yourself or a family member or a designated person.
  - ✓ Use related to being a victim of domestic violence, sexual assault, or stalking

**Please submit completed form to payroll by the 21<sup>st</sup> of each month.**

Name: \_\_\_\_\_

Date of Sick Leave	Job Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date