

□ **Implementation Procedures** □

**CERTIFICATED SUBSTITUTE
REQUEST AND USE OF PAID
SICK LEAVE**

Pursuant to Section 11.3 F of the 2017-2020 Procedural Agreement, certificated substitutes earn sick leave based on hours worked; for every 40 (40) hours worked, one (1) hour of sick leave is earned.

SICK LEAVE REQUEST/USE REQUIREMENTS:

1. Certificated Substitute must be scheduled for an assignment to be eligible to request paid time off from that scheduled assignment.
2. Certificated Substitute must have a sick leave balance available for use.
3. Sick leave may only be used in half-day (3.5 hours) or full day (7 hours) increments.

**EMPLOYEES WHO USE THE ABSENCE MANAGEMENT SYSTEM:
(Certificated Substitutes)**

Employee Responsibilities:

- Report absences through the Absence Management system when absent for the full assignment.
- Call Substitute Services Coordinator to report an absence for a portion of an assignment.
 - Forseeable Absence: (i.e. doctor's appointment): should be reported within 10 days of scheduled assignment.
 - Unforseeable Absence: (i.e. emergency): should be reported as soon as reasonably possible before the start of the employee's shift.
- Verify available sick leave balance through Skyward Employee Access.
- Complete the Paid Sick Leave Request Form and turn in the **Original** to the Substitute Services Coordinator as soon as possible within the processing month.

Paid Sick Leave Request Form is available at:

www.edmonds.wednet.edu/StaffPortal/HumanResources/HRDocuments