Substitute Sick Leave

Substitute employees are eligible for sick leave benefits under an amendment of the Healthy Workplaces, Healthy Families Act. As of July 1, 2015 or later, substitutes began accruing sick leave at a rate of 1 hour of sick leave for every 30 hours worked.

To use paid sick leave, follow these instructions:

- Verify on your pay check stub that you have available sick leave. Also look for your Employee ID #. You will need this number to fill out the Substitute Sick Leave Form.
- Record information on the substitute position that you are turning down because you are sick:
  - Write down the name of the position, the name of the employee requesting the substitute, the name of the school/location of the substitute job, and the date of this job. You will need this information to fill out the Substitute Sick Leave Form.
- Fill out the online Substitute Sick Leave Form located on our website at http://www.twinriversusd.org/Operations/Human-Resources/Substitute-Services
  - Fill out this form before the 15th of the month in order to receive sick leave pay on your next paycheck.

Do not put sick leave being claimed on your time sheet.

Please note the following:

**Classified Substitutes:**

- You will begin to earn sick leave only after the 30th day of employment and may use sick leave beginning the 90th day of employment.
- The maximum paid sick leave to be used each year is 24 hours (3 days).
- You may carry over a maximum of 24 hours (3 days) of unused sick leave to the next school year. Classified substitutes may have a maximum of 48 hours (6 days) of sick leave at any time.
- Retirees working as substitutes are excluded from the accrual of sick leave since this would result in a violation of other laws prohibiting retirees from earning any benefits beyond specified wages.
- The sick leave pay rate is based on the substitute job that you are turning down.

**Certificated Substitutes (Substitute Teachers):**

- You will begin to earn sick leave only after the 30th day of employment and may use sick leave beginning the 90th day of employment.
- The maximum paid sick leave to be used each year is 21 hours (3 days).
- Indicate 7 hours of sick leave for a full day and 3.5 hours of sick leave for a half day.
- You may carry over a maximum of 21 hours (3 days) of unused sick leave to the next school year. Certificated Substitutes may accumulate a maximum of 42 hours (6 days) of sick leave at any time.
- Retirees working as substitutes are excluded from the accrual of sick leave since this would result in a violation of other laws prohibiting retirees from earning any benefits beyond specified wages.
- The sick leave pay rate is based on the substitute job that you are turning down.
The number of sick leave hours you have accrued will be visible at the top of your pay check stub:

Below is a picture of the Substitute Sick Leave Form. Please review it carefully in order for you to have all the necessary information when choosing to use paid sick leave.

**Substitute Sick Leave Form**

To use Paid Sick Leave, fill out this form with your information and the information of the substitute job that you are turning down. Please submit when you have completed the form.

* Required

Your Name *

Your Employee ID *

You can find your Employee ID number at the top of your pay check stub.

How many hours of Paid Sick Leave would you like to use? *

Please confirm on your pay check stub that you have available sick leave.

What is the name of the position for which you are using Paid Sick Leave? *

This is the title of the substitute job that you are turning down.

What is the name of the employee who requested a substitute? *

This is the name of the employee who holds the position you specified in the previous question.

What is the name of the school? *

This is the school/location where the job you are turning down takes place.

What is the date of the substitute job? *

This is the date of the job that you are turning down, for which you are using Paid Sick Leave.

Submit

If you have any questions about sick leave pay, please contact Allison Ambalova at 916-566-1600 ext. 50358 or allison.ambalova@twinriversusd.org.

Sincerely,

David Robertson
Human Resources Director