

SOUTH WASCO COUNTY SCHOOL DISTRICT #1

District (541)395-2645

MGS 395-2665

SWCHS 395-2225

EMPLOYEE LEAVE REQUEST

Name: _____ Date of Request: _____

Date(s) gone from work: _____ Number of hours of leave: _____

If gone a portion of a day, time leaving: _____ and/or time returning: _____

Type of Leave: (Check One)

- | | | |
|---|---|---|
| <input type="checkbox"/> Personal Leave | <input type="checkbox"/> Personal Illness/Dr. Appt. | <input type="checkbox"/> Family Illness/Dr. Appt. |
| <input type="checkbox"/> Bereavement | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Field Trip | <input type="checkbox"/> Workshop | <input type="checkbox"/> Coaching |
| <input type="checkbox"/> Other (please explain) _____ | | |

Name of substitute requested (if needed) _____

Employee's signature _____ Date _____

Administrator Approval

Date

Comments: _____

_____ has substituted _____ day(s)/hour(s)
Substitutes Name # of days or # of hours

For _____ Date _____ 20____ which included the following dates

I certify that I have worked the hours as a substitute as stated above.

Substitute Signature

School Office Confirmation

FOR COACHES/TEMPS/SUBS ONLY

Sick Time Use Form

Only to be used by: Coaches, Temporary Employees, and All Substitutes.

Name _____ Date of Request _____

Pre-Scheduled Sub Time to be missed _____

Hours of Sick Time Used _____

Hours of Sick Time Remaining in your account after current request _____

Subs/Sub Name _____

Signature of Sub Receiving Sick Time _____

Signature of Subs/Sub _____

Administrative Signature _____

As per District Policy GCBDD/GDBDD: Employees qualify to begin earning and accruing sick time on the first day of employment with the district. Coaches, certified, classified, confidential and administrative staff will have access to up to 40 hours of paid sick time per year. Paid sick time of 40 hours shall be front-loaded to an eligible employee at the beginning of each year. All substitutes and temporary employees will accrue sick time at 1 hour for every 30 hours the employee works. Sick time shall be taken in hourly increments. Hours begin accruing on the first day of employment, but are not useable until the 90th calendar day of employment.