

## CHULA VISTA ELEMENTARY SCHOOL DISTRICT

<b>PAID SICK LEAVE REQUEST</b> NON-CONTRACT EMPLOYEES- SUBSTITUTES				MONTH	YEAR	LOCATION					
LAST NAME, FIRST NAME & INITIAL				DISTRICT EMPLOYEE ID NO.		JOB TITLE					
Budget Organization				SUBDESK USE ONLY							
JOB DATE	HOURS	JOB NUMBER	FD	RESOURCE	S-RES	YR	GOAL	FUNCTION	LOC	ACCOUNT	%
JOB DATE	HOURS	JOB NUMBER	FD	RESOURCE	S-RES	YR	GOAL	FUNCTION	LOC	ACCOUNT	%
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JOB DATE	HOURS	JOB NUMBER	FD	RESOURCE	S-RES	YR	GOAL	FUNCTION	LOC	ACCOUNT	%
<b>PAYROLL USE ONLY:</b>			<b>ALL HOURS PAID:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>REASON:</b>		<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MAX HOURS USED	<input type="checkbox"/> PARTIAL HOURS PAID		
Budget Organization								PAYROLL USE ONLY			
FD	RESOURCE	S-RES	YR	GOAL	FUNCTION	LOC	ACCOUNT	%	TIME	RATE	GROSS
<b>PAYROLL USE ONLY:</b>			<b>ALL HOURS PAID:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>REASON:</b>		<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MAX HOURS USED	<input type="checkbox"/> PARTIAL HOURS PAID		
EMPLOYEE SIGNATURE						DEPT. APPROVAL					
DATE SUBMITTED						PAYROLL DATE		PROCESSED BY			

**Instructions:**

- List all Paid Sick Leave requests in hours. Minimum usage must be 2.0 hours per day.
- Sign and submit form to Subdesk for approval.
- A maximum of 24.0 hours can be used per Fiscal Year.
- Employees must work at least 30 working days as of July 1, 2015 to be eligible for Paid Sick Leave.

Send approved form to Payroll Department. A copy will be returned to you.