CHULA VISTA ELEMENTARY SCHOOL DISTRICT

PAID SICK LEAVE REQUEST									MONTH YEAR			LOCATION		
NON-CONTRACT EMPLOYEES- SUBSTITUTES									I					
LAST NAME, FIRST NAME & INITIAL								DISTRICT EMPLOYEE ID NO.			NO.	JOB TITLE		
Budget Organization								SUBDESK USE ONLY						
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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.	
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