



Certification of Absence Form

Sick Leave for All

Effective July 1, 2015, employees who have worked 30 days in California within one year are eligible to accrue paid sick leave at a rate of one hour of sick leave for every 30 hours worked. Employees who did not previously earn sick leave, including substitutes, professional experts, paid interns, paid student workers and temporary employees, who work for 30 or more days within a year of the first day worked, are entitled to mandatory paid sick leave days.

Sick leave can only be used when the temporary or substitute employee has accepted an assignment with the District. A temporary or substitute employee cannot use the same sick day in multiple school districts.

PROCESS FOR USE OF SICK LEAVE

- **Accept the assignment in Aesop (if appropriate)**
- **Cancel the assignment in Aesop as soon as possible, choose *"Sick Leave - I have met the 30/90 day requirement"* (if w/in half hour of start time, call site to inform them)**
- **Complete the Certification of Absence Form and submit to the District Office either in person, mail, 9291 Old Redwood Hwy. Bldg 500, Windsor, Ca 95492, or fax (707-838-4031)**

Last Name: _____

First Name: _____

Date of Absence: _____

of Hours Absent: _____

Site: _____

Aesop Confirmation #: _____ (if available)

Job Title/Assignment: _____

REASON FOR ABSENCE

Please mark ONE of the reasons below:

The diagnosis, care or treatment of an existing health condition of, or preventive care for, the employee or his/her family member.

Need of the employee to obtain or seek relief or medical attention for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking.



For Office Use Only

Pay _____ hours of sick leave Date _____ H/R _____