

# WWPS Casual Employee Request for Use of Paid Sick Leave

Employee Name	Date Submitted
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Please fill out and return this form to **Payroll** as soon as possible but no later than the 5<sup>th</sup> business day of the month following your absence.

Substitutes, coaches, tutors, student workers and other casual employees may accrue one (1) hour of paid sick leave for every 40 hours you work.

You may request use of accrued sick leave when you are unable to fulfill a previously committed assignment or the absence would result in a loss of contract pay.

Accrued paid sick leave may be used for the following reasons:

- To care for yourself or a family member (please refer to RCW 49.46.210(2) for a full list of eligible family members).
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- In the event the district, your child's school or place of care is closed by a public official for any health-related reason.

I am providing notification of my use of paid sick leave for the following date(s) and time(s):

Date	Shift Type	Shift period	Total Hours
	<input type="checkbox"/> Full <input type="checkbox"/> Half Day	<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> all	
	<input type="checkbox"/> Full <input type="checkbox"/> Half Day	<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> all	
	<input type="checkbox"/> Full <input type="checkbox"/> Half Day	<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> all	
	<input type="checkbox"/> Full <input type="checkbox"/> Half Day	<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> all	
	<input type="checkbox"/> Full <input type="checkbox"/> Half Day	<input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> all	

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**To Be Completed by the Employer**

Paid Sick Leave Hours Used:	
Remaining Balance:	
Comments:	