

Albany Unified School District  
 Healthy Workplaces, Healthy Families Act Of 2014  
 REQUEST FOR PAID SICK LEAVE

Employee Name:		
Phone Number:		Last 4 digits of SS#
<p>The District limits the use of paid sick days to 48 hours each year of employment. <b><u>Paid sick leave can be utilized only on days on which the District has offered the employee a job assignment, and the employee declines the assignment for one of the allowable reasons.</u></b> Please submit this form to utilize accrued paid sick leave. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.</p> <p>Sick leave may be requested for the following reasons (labor Code 246.5):</p> <ul style="list-style-type: none"> <li>• Diagnosis, care or treatment of an existing health condition or preventive care for self or family member,<sup>1</sup> or</li> <li>• Employee is a victim of domestic violence, sexual assault, or stalking.</li> </ul>		
Date on which District offered assignment and employee requests use of paid sick leave:		
Date Submitted:	Signature:	

*Please submit completed form to you supervisor. If you are a substitute employee, submit the form to Payroll.*

<b>For District Human Resources Use Only:</b>		
Employment offered on date requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor initials: _____	
90 day criteria met: <input type="checkbox"/> Yes <input type="checkbox"/> No	Worked 30 days within the previous year: <input type="checkbox"/> Yes <input type="checkbox"/> No	Leave balance verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sick leave approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____		
Sick leave submitted by:		

Copy to:      Employee      Payroll

<sup>1</sup> "Family member" is defined as (1) a child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; or (7) a sibling. (Labor Code section 245.5 (c))