Request for Advanced Sick Leave

Per board policy GCBD(2), all employees (working 7 hours per day or more) and within the first three years of district employment are allowed 5 days advanced use of sick leave for bereavement, personal and family illness. The allowable authorized leave for each fiscal year is as follows:
July through January = 5 allowable days
February = 4 days
March = 3 days
April = 2 days
May = 1 day
June = 0 day

Please complete below and return to the payroll department as soon as applicable to cover the absences.

ADVANCED SICK LEAVE REQUEST FORM

Name _____ Soc Sec # _____

Sch Loc _____ Date of Hire _____

Date of Absence(s) from: _____ to _____ Return Date _____

Sick balance: _____ Hours from paystub payday: _____

Request Advanced Sick Leave of _____ hours = _____ days

Please read and sign below: Employees who do not earn (accrue) enough sick leave to cover the advanced sick leave hours/days used, will have their final contract pay reduced accordingly.

_____ _____
Employee signature Date