



Sequoia Union High School District

## Substitute Teachers: Procedures for Using Sick Leave

### Eligibility

Please check your eligibility to use sick leave **FIRST**. You may log in to Absence Management to check the total number of hours you have worked since July 1, or first day of employment if after July 1, of the current fiscal year. If you have worked at least 225 hours and have been employed by the district for at least 90 days, then you are eligible to use your sick leave. If you have not yet worked 225 hours and/or you have not been employed for at least 90 days, then you will not have access to your sick leave until you become eligible. **Your sick leave balance will appear on your pay stub.**

**You may only use your sick leave if you already have an assignment scheduled for the day you are calling out ill.**

### Procedures

- 1) In order to use sick leave time, you must remove yourself from an assignment **no later than 6:30am the day of the assignment**. If your request to use sick time comes after 6:30am, you will not be eligible to use sick leave and will not be paid for the cancelled assignment.

**NOTE:** Please enter your sick day as far in advance as possible so that another substitute may be secured.

- 2) Remove yourself from the assignment in Aesop to allow another sub to pick up the job. **Be sure to indicate "Illness/Injury (Deduct from Sick Leave)" from the drop box under "Choose a Cancellation Reason."** The time you cancelled the assignment will be recorded in Absence Management.

**NOTE:** If you encounter any technical difficulties when cancelling the assignment, send an email to [kgrant@seq.org](mailto:kgrant@seq.org) before 6:30am to indicate you will need to use sick leave. If you are calling out for only one day of a multi-day assignment, you may only cancel 1 day before. Please ensure that you only remove yourself from the one day for which you are calling out sick.