EMPLOYEE LEAVE REPORT

Number of Sick Days ________

Sick leave requests must be submitted as soon as possible after returning to work. Use a separate form for each substitute teacher. Completed leave reports are submitted to the County Payroll Department according to announced deadlines.

NAME OF EMPLOYEE ____________________________________________ DEPARTMENT ______________________

LEAVE DATE(S) _______________________________________________________________

(Please list all dates within a pay period on one form)

SIGNATURE OF EMPLOYEE_____________________________  Date______________________

SIGNATURE OF PRINCIPAL/SUPERVISOR____________________________  Date______________________

Both licensed and non-licensed 12 month employees hired since August 1996 receive 7 personal and 12 sick days per year. Personal leave is increased by 5 days per year at the 2nd, 4th, and 7th year of employment, to a maximum of 20 days. All sick days and 5 personal days may be carried over. Non-12 month employees receive a prorated allocation of leave days, but have the same carry over limitations.

All personal leave, excluding the 5 days that may be carried over, need to be used by June 30th.

A signed leave form must be submitted for each day an employee is on leave, even when all leave has been exhausted. When all leave is exhausted the employee’s pay will be docked.