

Schertz-Cibolo-Universal City ISD
15 Days Extended Sick Leave

Each full-time employee who has exhausted earned paid leave benefits shall be permitted up to 15 days of extended sick leave to be used only for the employee's personal illness or disability, including pregnancy-related disability.

An employee shall submit a written request to the Human Resources department. The request must be accompanied with appropriate medical certification indicating the employee's inability to perform job-related functions.

The rate of substitute pay per category of employee shall be deducted from an employee's pay during use of extended sick leave. Such deduction shall be made whether or not a substitute is employed, but shall not exceed 50 percent of the employee's daily or hourly rate. (Policy DEC Local)

Please attach the above-mentioned documentation with this request and return to Human Resources.

I am requesting 15 days of extended leave due to a medical condition, which prohibits my ability to perform my job related duties for a period of time. I understand this leave will go into effect once I have exhausted all accrued paid leave. I also understand that during this leave I will be paid my daily rate minus the rate of substitute pay for my category, but not less than 50% of my daily rate. I have attached the appropriate medical certification.

Social Security Number: _____

Name: _____
(Please print)

Employee Signature

Date

Present Campus/Assignment: _____

Principal / Director/ Supervisor's Approval

Date

Human Resources Director/Manager Approval

Date