

Certificated Employees

For Regular, Contracted Employees

- Sick leave is defined by the employee's Collective Bargaining Agreement.
- Sick leave is front loaded at the beginning of the school year.
- The employee will use the absence management system (Frontline) to request a substitute.

Employees not Covered by a Collective Bargaining Agreement

- Employees may use this accrued paid sick leave on days that they are required to work. Scheduled "at will" employees such as substitutes, student, and personal service contracts do not meet the definition of required to work.
- As a benefit, the district will grant usage of sick leave to substitute employees who are in a long-term assignment. Long-term assignments are those assignments that are greater than 20 consecutive days in the one assignment. Casual subbing (20 days or less) does not qualify for this benefit.
- An employee may use accrued paid sick leave for the following reasons:
 - To care for themselves, or a family member as defined in RCW 49.46.21(2)
 - When an employee or family member is the victim of sexual assault, domestic violence, or stalking.
 - In the event the employee's workplace or child's school or place of care is closed by a public official for any health-related reason.
- Certificated employees must use sick leave in half-day (3.5 hours) or full-day (7.0 hours) increments.
- To use sick leave, an employee must have accrued adequate sick leave. Your sick leave balance is posted in the Time Off section of Employee Access in Skyward at the end of each month.
- Report absences through the appropriate substitute coordinator when absent. For absences that are foreseen (e.g. doctor appointment), the employee must report the absence with enough advanced notice so that the position can be filled in a timely manner.
- Unforeseeable emergency absences (e.g. illness day of assignment) should be reported as soon as reasonably possible before the required start of the employees shift. The employee should telephone the substitute coordinator if an absence is unforeseeable so that the coordinator can work to fill the position.

To use sick leave, the non-contracted employee must complete a Paid Sick Leave Request Form and send it to Payroll.

- The form can be found in two locations on the district website (<http://www.auburn.wednet.edu>):
 - Departments – Payroll and Benefit Services – Sick Leave
 - Human Resources – Forms – Sick Leave
- This form may be submitted through inner-District mail from any work site.

Classified Employees

Regular- Those Employees Covered by a Collective Bargaining Agreement

- Sick leave use is defined by the employees Collective Bargaining Agreement
- Sick leave is front loaded at the beginning of the school year
- Call the appropriate supervisor or the Substitute Coordinator (for paraeducators and office personnel) to request a substitute
- Employee uses time-off module through Skyward to report absences

Employees not Covered by a Collective Bargaining Agreement

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- An employee may use accrued paid sick leave for the following reasons:
 - To care for themselves, or a family member as defined in RCW 49.46.21(2)
 - When an employee or family member is the victim of sexual assault, domestic violence, or stalking.
 - In the event the employee’s workplace or child’s school or place of care is closed by a public official for any health-related reason.
- To use sick leave, an employee must have accrued adequate sick leave. Your sick leave balance is posted in the Time Off section of Employee Access in Skyward at the end of each month.
- Classified employees who qualify, may use sick leave in 15 minute increments.
- Employees must report absences as soon as possible to their supervisor or substitute coordinator (for substitute para-educators and office personnel) when an assignment is being missed.
- Employees must telephone their supervisor or the substitute coordinator (para-educators and office personnel) as soon as reasonably possible so that the schedule can be modified or position can be filled by another employee.

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