



January 24, 2022

To: All Substitutes
From: Substitute Services
Regarding: Sick Leave

Substitute employees accrue paid sick leave at a rate of one hour for every 40 hours worked. Substitutes accruing sick leave are entitled to draw from their accrued sick leave balance beginning on their 90th calendar day after the start of their employment.

Substitutes must have been assigned to a job and cancellation was necessary due to personal illness, family illness, or medical procedure and notice given to the building they were scheduled to use Sick Leave time. Notify Substitute services as soon as you are able via email at subservices@everettsd.org.

Sick leave hours must be reported using the [Payroll Absence Verification Form](#). Up to a maximum of 40 hours of accumulated leave will be carried over into a subsequent school year beginning September 1. More information on Workplace Rights can be found at www.lni.wa.gov.

How do I use sick leave?

Sick leave can be used only when you have accepted a job in Frontline and then must cancel it due to illness or needing to care for a family member due to illness.

1. Log onto Frontline and remove yourself from the job, choosing illness as the reason.
2. Print out the [Payroll Absence Verification Form](#) (PAV)
 - Substitute fills out the PAV with the date(s) of cancelled job(s), Payroll Code Number (128 for sick leave for subs). Include number of hours for the cancelled job and the confirmation # from Frontline.
 - Have the PAV signed by the school's administrator.
3. Send completed PAV to Sub Services via interoffice mail or bring it to the Community Resource Center. We cannot accept scans or copies; the original form will be required for processing.

Sub Services will confirm the substitute was assigned to the job in Frontline and removed themselves due to illness and then route the PAV to Payroll for processing.

How much sick leave do I have?

Log onto Employee Online

From the Menu, select 'Payroll Information', then select 'Leave Tracking'

Substitute Leave Hours will be found under NR Sick Leave

