

REQUEST FOR EXTENDED SICK

To be eligible for extended sick leave:

- You must be a permanent full or part-time Teacher or Media Coordinator that requires a substitute
- All sick leave, annual leave, and bonus leave must be exhausted. (In this instance, the use of Annual or Bonus leave on student days has to be approved by HR).
- You must use extended sick leave for your own personal illness or injury.
- Requests for extended sick leave must be accompanied by medical verification that documents the personal illness or personal injury that requires the additional leave, and the number of days being requested. (Applying for extended sick leave does not automatically translate into 20 additional sick days. Only the days requested through a doctor will be granted with rationale and does not carry over next year.)
- Any additional extended sick leave days requested will need an additional application and medical documentation from a physician. Further medical documentation is required for extended sick leave days taken intermittently.
- A mandatory deduction of \$50 per day is required whether a substitute is used or not.

Date: _____ Name: _____

School: _____

Reason for Request: _____

Dates of Leave: _____