



OREGON SICK TIME SB454 USE REQUEST FOR CASUAL EMPLOYEES

Requirements:

- Employment with Canby School District must have started a minimum of 90 days before usage can begin.
- Substitute job must have been accepted a minimum of 24 hours in advance.
- You or your immediate family member must have the following:
 - Mental or physical illness or treatment thereof, injury, medical condition, need for medical diagnosis, preventative care, parental leave, sick child leave
 - Public health emergency that includes closure of school, child's school or for self or family member's care that has been determined by a health care provider to jeopardize the health of others
 - Bereavement leave
 - Victim of Domestic Violence leave
- An available Oregon Sick Time balance

Today's Date: _____

Full Name (print legibly): _____

Position with District: Substitute Teacher Substitute Instructional Assistant Substitute Nutrition Services Substitute Custodian Other Casual Employee Position

Absence Management Job Confirmation Number: _____

Name of Employee you were assigned to for this job: _____

Job Date: _____

NUMBER OF HOURS CLAIMING SB454 SICK TIME: _____

Employee Signature: _____

Please print form and send it to Human Resources for approval. Human Resources will submit to Payroll.

CANBY SCHOOL DISTRICT ADMINISTRATION OFFICE USE ONLY:

HR: Please attach Absence Management Absence/Vacancy Log from the above job, if applicable.

Hours Approved: _____ Rate of Pay: _____ Total Pay: _____

Account(s): _____

Notes: _____

HR Approval: _____ Date: _____