



*"Preparing today's students to
succeed in tomorrow's world"*

To: SVUSD Substitute Employees

From: Human Resources

Re: Paid Sick Days for All Employees

Substitute employees shall accrue paid sick days at the rate of one hour per every 30 hours worked. Employees will be able to take paid sick leave in 2 hour minimum blocks, not to exceed the use of 24 hours of paid sick leave in a fiscal year, and earn an accrual of up to 48 hours of paid sick leave.

Employees may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave and have the right to file a complaint if retaliation occurs.

To request the use of your earned sick leave, you will contact the appropriate person listed below and complete the Substitute Employee Timecard for Sick Leave.

To request the use of paid sick leave, please contact the appropriate contact/supervisor listed below.

Employee	Department	Contact	Phone	E-Mail
Substitute Teacher/Substitute Instructional Asst	Human Resources	Monique Gomes	949-580-3430	Monique.gomes@svusd.org
Sub Custodian/ Sub M.O.C.	M.O.C.	Maria Ortenburger	949-580-3251	Maria.ortenburger@svusd.org
Food Service Worker	Food Service	Linda Robinson	949-830-4030 Ext. 1	Linda.robinson@svusd.org
Sub Child Care	Child Care	Janet Mills	949-460-2761	Janet.mills@svusd.org
Program Assistant	Community Services	Karen Dole	949-460-2704	Karen.dole@svusd.org
Sub Clerical	(current department)	Secretary in the Department		
Playground Assistant	School Site	Office Manager		