



**MEMORANDUM**

To: SVUSD Substitute Employees  
 From: Human Resources  
 Re: Paid Sick Days for All Employees – AB1522

Substitute employees are given 24 hours of sick leave per school year. 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.

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.

Sick leave balances can be checked on the EIS through Saddleport.

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

Upon termination of substitute employment, sick leave balances will not be paid out or transferred.

Employee	Department	Contact	Phone	E-Mail
Substitute Teacher/Substitute Instructional Asst	Human Resources	Monique Gomes	949-580-3430	<a href="mailto:Monique.gomes@svusd.org">Monique.gomes@svusd.org</a>
Sub Custodian/ Sub M.O.C.	M.O.C.	Maria Ortenburger	949-580-3251	<a href="mailto:Maria.ortenburger@svusd.org">Maria.ortenburger@svusd.org</a>
Food Service Worker	Food Service	Linda Robinson	949-830-4030 Ext. 1	<a href="mailto:Linda.robinson@svusd.org">Linda.robinson@svusd.org</a>
Sub Child Care	Child Care	Dalton Tringali	949-460-2728	<a href="mailto:dalton.tringali@svusd.org">dalton.tringali@svusd.org</a>
Program Assistant	Community Services	Karen Dole	949-460-2704	<a href="mailto:Karen.dole@svusd.org">Karen.dole@svusd.org</a>
Sub Clerical	(current department)	Secretary in the Department		
Playground Assistant	School Site	Office Manager		