



Spring Creek ISD

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EXTENDED SICK LEAVE REQUEST

Date of Request: _____

Employee Name: _____
Last Name First Name M.I.

Employee Position: _____

EXTENDED SICK LEAVE DETAILS:

Leave Expected to Begin: _____ Expected Return to Work: _____

Extended Sick Leave Request is due to:

- ☐ Personal injury or illness that renders me unable to perform my essential job duties
- ☐ Personal pregnancy-related illness or injury

Spring Creek ISD Policy Manual provides the following requirements with regard to Extended Sick Leave.

DEC (Local): After all available state and local leave days have been exhausted, an employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used only for the employee's own personal illness or injury, including pregnancy-related illness or injury.

A written request for extended sick leave must be accompanied by the medical certification of the illness or injury.

The average daily rate of pay of a substitute for the employee's position shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

I understand that this Extended Sick Leave Request must be accompanied by medical certification of the illness or injury using SCISD's *Physician's Statement for Extended Sick Leave* before leave is considered for approval.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Receipt of Required Documents for Extended Sick Leave:

- ☐ Completed *SCISD Extended Sick Leave Request*
Date Received by Employee: _____
- ☐ Completed *SCISD Physician's Statement for Extended Sick Leave*
Date Received by Employee: _____

Supt/Designee Name: _____

Supt/Designee Signature: _____

Employee's Current Leave Activity:

State Leave Days: _____ Local Leave Days: _____

_____ Begin Date for Extended Leave
for use with accumulated
state and/or local leave

_____ Begin Date for 20 Days Extended
Sick Leave

_____ Begin Date for Unpaid Leave