



HUMAN RESOURCE SERVICES

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Paid Sick Leave Notification for Substitutes

We want to take this opportunity to notify you of the Healthy Workplaces/Healthy Families Act of 2014 which is also known as *paid sick leave* for employees without regular sick leave benefits. As of July 1, 2015, Certificated and Classified substitutes will have the option to utilize paid sick leave for reasons identified in the law. LBUSD substitutes will receive 24 hours of paid sick leave. A detailed explanation of the law is available by visiting the link below:

http://www.lbschools.net/Main_Offices/Human_Resources/Contributed/pdf/PaidSickDaysPosterTemplate112014.pdf

It will be the employee's responsibility to request the time off either orally or in writing and to record the confirmation number of the assignment.

Certificated Substitutes: Substitutes will need to notify the school secretary of the site where they have accepted an assignment for the day. Paid sick leave may not be used if a substitute is not scheduled to work. The substitute must provide the confirmation for the job that was accepted to insure proper accounting on the timecard.

Classified Substitutes: Substitutes will need to notify the school secretary or the supervisor in the specific department where the employee has accepted an assignment for the day. Paid sick leave may not be used if a substitute is not scheduled to work. The substitute must provide the confirmation for the job that was accepted to insure proper accounting on the timecard.