SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SICK LEAVE ALLOWANCE
CERTIFICATED EMPLOYEES

TO THE: CERTIFICATED PAYROLL DIVISION
33 GOUGH STREET
SAN FRANCISCO, CALIFORNIA 94103

Today’s Date: ______________

I hereby certify that I was absent on ___________________________
From________________________________School, for reasons as listed below:

- ILLNESS
- INDUSTRIAL INJURY
- PERSONAL EMERGENCY – Employee’s statement is attached.
- DEATH of ___________________________ Relationship

I am requesting that I be given salary allowance due me under the rules of the San Francisco Community College District and the California Education Code.

Doctor’s Certificate is required for periods beyond five days. The Doctor’s Certificate should be forwarded directly to the Certificated Payroll Division.

(Doctor’s Certificate must be specific as to the nature of the illness.)

______________________________________
Signature of Employee

ADMINISTRATOR’S CERTIFICATE

I hereby certify that__________________________________ was absent on days as designated above
(Print Name) and that such absence was due to:

- ILLNESS
- INDUSTRIAL INJURY – Form 2, Employer’s Report of Industrial Injury ______ or First Aid Report_______ (check one); has been sent to Certificated Payroll Division, 33 Gough Street.
- PERSONAL EMERGENCY – Employee’s statement is attached.
- DEATH of ___________________________ Relationship

___________________________________________
Signature of Administrator of Department Head

___________________________________________
City College/Center

NOTE
In order for an employee to receive salary allowance for periods beyond five days a Doctor’s Certificate is required in addition to above certificate. All above certificates must be submitted at the time or before the time rolls are filed in the Certificated Payroll Division each month.

(Sick Leave allowance not granted for travel, rest, or maternity)

LIST NAME(S) OF SUBSTITUTE TEACHER(S) DATES SERVED
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Illness is defined as a disease or ailment of such a character as to affect the general soundness and healthfulness, physician's or dentist certificate.

No person guilty of misconduct resulting in illness, shall be entitled to the benefits of Section 13467 or 13468 of the constitution of the applicant.

SECTION 13467 – CALIFORNIA EDUCATION CODE: When a person employed in a position requiring certification qualifications is absent from his duties on account of illness or accident for a period of five school months or less, whether or not the absence arises out of or in the course of the employment of the employee. The amount deducted from the salary due him for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his position during his absence. The employee is a member of a well recognized church or denomination which authorizes evidence of treatment and the need therefore by means other than that of a physician or dentist, then such other evidence shall be accepted in lieu of a physician’s or dentist certificate.

Illness is defined as a disease or ailment of such a character as to affect the general soundness and healthfulness of the system seriously, and not a mere temporary indisposition which does not tend to undermine or weaken the constitution of the applicant.

Involuntary quarantine of certified employees shall be treated in the same way as illness of the person himself.

ABSENCE DUE TO PERSONAL NECESSITY

Certificated employees may absent themselves for three consecutive school days without loss of salary in the case of death in the immediate family. Immediate family shall include the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative in the immediate household of the employee. Where the funeral in connection with the death necessitates travel, additional time, not to exceed two days may be granted. Travel time allowance must be authorized by the Administrative Director, Certificated Services.