

Sick Leave FAQ

In order to use your accrued sick time with TeleSearch you need to complete one or both of the following forms

- Sick Leave Request Form
- Sick Leave Report Form

All Sick Leave needs to be used in whole hour increments.

Sick Leave Request Form

- Use this form for Foreseeable Circumstances
 - Doctor's Appointments
 - School Related Appointments
 - Etc.
- Must be filled out and submitted **7 days** prior to the date you wish to use your accrued sick time

Sick Leave Report Form

- Use this form for Unforeseeable Circumstances **or** to report your used approved sick leave
 - Calling out sick
 - Weather related school closure
 - Etc.

Acceptable Reasons to Use Accrued Sick Leave

- You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- You or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.
- Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

Family Members

The following are considered family members for the Earned Sick Leave Act

- Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- Grandchild
- Sibling
- Spouse
- Domestic partner or civil union partner
- Parent
- Grandparent
- Spouse, domestic partner, or civil union partner of an your parent or grandparent
- Sibling of your spouse, domestic partner, or civil union partner
- Any other individual related by blood to you
- Any individual whose close association with you is the equivalent of family