

**Using Sick Leave for Substitute at Gateway Community Charters**

1. You MUST be already in an assignment before you can use the sick leave
2. You MUST have the Job/Confirmation#
3. You need to fill out the 2 required forms (See example page)
4. You need to fill out a timecard (See example page)
5. You need to turn in both the Employee Absence Form & Timecard to Nicki Clatte

**DO NOT TURN INTO THE SCHOOL SITE(S)**

If you have any questions or concerns feel free to contact [Nicki.Clatte@gcccharters.org](mailto:Nicki.Clatte@gcccharters.org) or (916)  
286-5160



**GATEWAY COMMUNITY CHARTERS**

5112 Arnold Ave, Ste A  
McClellan, CA 95652

**SUBSTITUTE ABSENCE REQUEST**

---

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Last Name**

**Department/School:** Gateway Community Charters

**Position:** Substitute

**Reason for absence:** Sick

**Job#/Confirmation#:** \_\_\_\_\_

**I would like to use \_\_\_\_\_ hours of my sick leave for the date of \_\_\_\_\_.**

I authorize Gateway Community Charters to use my sick leave to pay me for the hour(s) and date(s) above that I was unable to be a substitute due to illness. I have attached the timecard with the following information:  
Name, Pay Period, School Site, Position, Hours worked, Date worked, Confirmation#, Signature, and Date.

\_\_\_\_\_  
**Substitute Signature**

\_\_\_\_\_  
**Date**

---

\_\_\_\_\_  
**Human Resources Department Signature**

\_\_\_\_\_  
**Date**

Approved Rejected

