



# School District No. 85 (Vancouver Island North)

## Employees Standards Act (ESA) Sick Leave

### For Temps / TTOCs

- A maximum of 5 days per calendar year.
- This is for unscheduled illness only, not for medical appointments.
- Applies to illness of Temporary employees only, not their family members.
- Must be recommended by Supervisor and approved by Superintendent/ST or Designate.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Position: \_\_\_\_\_ Worksite: \_\_\_\_\_

Leave Description	Dates Inclusive		Working	
	From	To	Hours	Days
1				
2				
3				
4				
5				

\_\_\_\_\_  
 Employee Signature Date Submitted

**For Office Use Only – Highlight One**

Recommended  Approved

\_\_\_\_\_  
 Supervisor Signature Secretary Treasurer/Superintendent Signature

PAYROLL COPY

EMPLOYEE COPY

WORKSITE COPY