

Oakland Paid Sick Leave Tracking Form

INSTRUCTIONS: Human Resources Office Cannot Process Your Paid Sick Leave Form without the Approved Signatures.
Submit Signed Original Form on the Last Working Day of Every Month to:

- (District Office, Laney College and College of Alameda) -- Anthony Matchette (510) 466-7290—amatchette@peralta.edu
- (Merritt College and Berkeley City College) ---- Isabel Cabrera (510) 466-7293 –icabrera@peralta.edu

2014-2015 FISCAL YEAR	EMPLOYEE LAST NAME:	EMPLOYEE FIRST NAME:
	EMPLOYEE ID#:	JOB TITLE: COLLEGE/DEPARTMENT:

Check Box:

APRIL 2015

- Hourly Employee
- Student Worker
- Consultant
- Contractor

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Total HOURS Employee Worked in the Month of April 2015:	
Total DAYS Employee Worked in the Month of April 2015:	
Was Employee hired after March 2, 2015? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", Date of Hire _____

Verification/Approval	Signatures	Dates
Name of Employee		
Name of Immediate Supervisor (Dean, Director, Manager)		
Name of Vice President/Vice Chancellor		

Office of Human Resources Use Only

Employees shall accrue 1 hour of paid sick leave for every 30 hours they work. (Cap = 72 Hours per Year)
Hired after March 2, 2015 (Employee shall observe a 90 days waiting period before utilization of Sick Leave)

Total Sick Leave Hours Accrued for April 2015 : _____	
Name of HR Staff Assistant: _____	Date: _____