

Oakland Paid Sick Leave Tracking Form (Short-term Hourly Employees)

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:

MARCH 2015

Su	M	T	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Total HOURS Employee Worked in the Month of March 2015:	
Total DAYS Employee Worked in the Month of March 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.

Hired after March 2, 2015 (Employee shall observe a 90 days waiting period before utilization of Sick Leave)

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