

# Heavenly SRS

## CA Sick Pay Request \*



Name: \_\_\_\_\_ EID#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date to use CA Sick Pay

Hours Requested†


†If I have not accumulated all the hours requested, I understand that I will not be paid for the unearned hours.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Once the sick pay has been approved you will see the amount reflected on your paycheck as a line item "CASickHrly", paid at your base rate of pay.

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