



## EMPLOYEE PROCEDURES

### To be eligible for IIE (Illness, Injury & Emergency) leave you must:

- Have been previously scheduled for an assignment
- Have an IIE leave balance available for use
- Use the leave in accordance with District Regulation 5401 (Part III)
- Have worked a minimum of 90 calendar days
- Submit the “Paid Illness, Injury & Emergency Leave Request Form”

### If you are a Certificated Substitute:

- 1.) Report your foreseeable absence to the Substitute Services Technician at least 24 hours prior to your previously scheduled assignment at (425-837-7063); for both full day absences and partial day absences.

Contact the building *and* the Substitute Services Technician to report unforeseeable (i.e. emergency, midday illness) partial-day absences.

- 2.) Verify your available IIE leave balance through Skyward, Employee Access.
  - (Located: <http://www.issaquah.wednet.edu/>; Staff, Employee Access; Skyward; Log-In; Time off; My Status; Illness/Injury/Emergency; Available; Click on the triangle on the far left for a drop-down showing details of leave used and allocated)
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- 3.) Complete the “Paid Illness, Injury & Emergency Leave Request Form” and send the original to the Substitute Services Technician within two business days of your absence.

### If you are a Classified Substitute:

- 1.) Report your foreseeable absence to the Timekeeper/Scheduler at least 24 hours prior to your previously scheduled assignment.

Contact the building *and* the Timekeeper/Scheduler to report unforeseeable (i.e. Emergency, midday illness) partial-day absences.

- 2.) Verify your available IIE leave balance through Skyward, Employee Access.
  - (Located: <http://www.issaquah.wednet.edu/>; Staff, Employee Access; Skyward; Log-In; Time off; My Status; Illness/Injury/Emergency; Available; Click on the triangle on the far left for a drop-down showing details of leave used and allocated)
- 3.) Complete the “Paid Illness, Injury & Emergency Leave Request Form” and send the original to the Timekeeper/Scheduler within two business days of your absence.

For questions, contact your Timekeeper/Scheduler or Substitute Services Technician as appropriate.