



# South Kitsap School District

## Business and Support Services

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*Nurturing growth,  
Inspiring  
achievement,  
Building  
community*

If you have had a time loss from work due to an on-the-job injury, it is necessary for you to submit to Payroll a written statement regarding whether or not you want to use your sick leave for that part of your time loss not covered by workers' compensation payments. Completing the following statement and submitting it to Payroll will meet this requirement.

Date: \_\_\_\_\_

I \_\_\_\_\_ (name printed) request that my sick leave

(circle one)                      not be used  
   be used

for my time loss not covered by workers' compensation payments during my absence

due to my on-the-job injury of \_\_\_\_\_ (insert date of injury).

\_\_\_\_\_  
Employee's Signature