



“DESIGNATED PERSON” FOR PAID SICK TIME REQUEST

Under California’s Paid Sick Leave Law, California employees may use accrued sick time to care for “family members,” which includes a **designated person**.

An employee may designate only one person within a 12-month period. This designation can be made when the employee requests paid sick time by completing this form and returning it to leaves@usfca.edu. All requests to use accrued sick time for a designated person must comply with the university’s sick time policy and must be requested in Workday for manager approval.

Employee Name:

CWID:

Name of Designated Person:

Start Date of Paid Sick Leave:

Employee Signature:

Date: