



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Office of Human Resources

Lisa A. Wade, Chief Human Resources Officer

Dear SCSD Employee:

The District has received your inquiry requesting an extension of paid sick leave. In order for the Sick Leave Committee to fairly assess your request for additional sick time, we must ask for specific medical and financial information to determine your eligibility.

We are requesting that you submit the following required documentation in a complete packet which can be mailed or hand-delivered directly to: Syracuse City School District, Office of Human Resources, Sick Leave Committee, Attn: Joshua Beardall, J.D., Ed.D., Director of Staff Relations, 725 Harrison Street, Syracuse, NY 13210.

**FINANCIAL DOCUMENTATION: (*List accounts separately and include the current balance for each one listed.*)**

- Federal and State Income Taxes from the previous fiscal year

**(*If the previous year has not been filed yet, please present documentation for the most current taxes reported.*)**

- Checking/Savings Account Information
- Investment Information: Tax Shelters, IRA's, Savings Bonds, Certificates of Deposits (CD's) etc.

**EXPENSES: (*List expenses separately and include the monthly cost for each one listed.*)**

- Rent/Mortgage payment
- Utilities
- Out-of-Pocket medical expenses
- Insurance

**MEDICAL:**

- Physician Statement (***The District requires a letter from your physician that provides the details of your diagnosis, the reason you require additional sick leave, and any other information your physician deems necessary. In addition to the physician's statement, the SCSD Health Services Office may request additional information to complete the review.***)

Please be assured that the committee will keep all personal, financial, and medical information completely confidential.

Sincerely,

A handwritten signature in black ink that reads "Lisa A. Wade".

Lisa A. Wade  
Chief Human Resources Officer