

# Request for Leave Form

Temporary and Substitute Employees

Payroll Services Fax 301-952-6088

Email [substitute.payroll@pgcps.org](mailto:substitute.payroll@pgcps.org)

This form must be completed for Sick and Safe leave by temporary and substitute employees. Completed forms are to be submitted to direct supervisor. Substitute Teachers and Substitute Paraprofessionals are to submit forms via fax or email directly to Payroll Services. **Sub Teachers and Sub Paras need to include Frontline confirmation number on form and please remove self from the job assignment in Frontline.** A copy of the form will be returned to the individual requesting leave and the original will be retained by the Timekeeper. This form will be completed at least 3 days in advance of the requested leave date except where emergency conditions prevent such action. If you are taking a half day, please indicate A.M. or P.M.

Sick and Safe leave at PGCPS is administered in accordance with the Maryland State law. The law requires that temporary or substitute employees who work more than 12 hours per week accrue/earn 1 hour for every 30 hours worked. Employees may accrue up to 40 hours per school year. 40 hours may be carried over to the next school year. The maximum an employee can accrue up to is 64 hours. The law requires that accrual begin based on hours worked starting February 11, 2018. Additional information is on the back of this form.

Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Position/Location: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Day(s)/Date(s) Leave Requested: \_\_\_\_\_ Through \_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

**NUMBER OF HOURS REQUESTED**

**SICK AND SAFE  
LEAVE HOURS**

LEAVE REASON/COMMENTS: *(Employee)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee* *Date*

Approval       Disapproval

COMMENTS: *(Leave Granting Authority)*

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Leave Granting Authority* *Date*

## Leave Usage

- ❖ An employee is allowed to use earned sick and safe leave under the following conditions:
  - To care for or treat the employee's mental or physical illness, injury, or condition;
  - To obtain preventative medical care for the employee or the employee's family member;
  - To care for a family member with a mental or physical illness, injury, or condition;
  - For maternity or paternity leave; or
  - For absence from work necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.
- ❖ Substitute teachers and substitute paras may only use sick and safe leave for days on which they have a prior accepted assignment in Aesop.
- ❖ For purposes of this leave, a family member includes a spouse, child, parent, grandparent, grandchild, or sibling.
- ❖ Employees are permitted to use earned sick and safe leave in hourly increments.
- ❖ Employee groups who are eligible:
  - Interpreters
  - Home & Hospital
  - Temp assignments
  - Sub Bus Drivers
  - Sub Food Service Workers
  - Sub Security
  - Evening HS
  - Sub Teachers
  - Sub Paraprofessionals
  - Dedicated Aides(DAs)
- ❖ Coaches - not eligible to earn or use sick and safe leave
- ❖ Employees who already earn leave on a regular assignment will not be eligible to earn sick and safe leave at any time
- ❖ Sick and Safe leave at PGCPS is administered in accordance with the Maryland State law. The law requires that temporary or substitute employees who work more than 12 hours per week accrue/earn 1 hour for every 30 hours worked. Employees may accrue up to 40 hours per fiscal year. 40 hours may be carried over to the next school for maximum of 64 hours. **Per law the accrual began based on hours worked starting from February 11, 2018.**

Ex. Employee was hired Feb 12 worked 12 hours per week every week thereafter  
 Week 1 = 12, total = 12  
 Week 2 = 12, total = 24  
 Week 3 = 12, total = 36, employee accrues 1 hour of leave for 30 hours worked  
 Week 15 total = 180 hours worked means 6 hours earned  
 May 29, employee has been employed for 106 days so this employee may use sick and safe accrued leave
- ❖ Please review the link for MD Sick and Safe leave information: <https://www.dllr.state.md.us/paidleave/paidleaveposter.shtml>
- ❖ These rules are subject to change by employer or Maryland state.

**Sick and Safe leave is not transferable. This leave is lost if the employee moves to a permanent position within the school system.**