

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GID-EA, Negotiated Agreements
Responsible Office: Employee and Retiree Service Center

Transfer of Sick Leave Within the Maryland Public School System

I. PURPOSE

To establish procedures for reporting an individual's unused sick leave balance for transfer to or from MCPS and set forth criteria to determine the amount of sick leave accepted by MCPS for credit to the employee's account

II. DEFINITIONS

For purposes of this regulation, a *Maryland public school system* is defined as any system that educates public school age children.

III. PROCEDURES

A. Transfer of Sick Leave to Another Maryland Public School System

1. A former employee is responsible for notifying the new Maryland public school system of prior employment in MCPS and to follow that system's procedure for requesting transfer of unused sick leave under the *Code of Maryland Regulations* (COMAR 13A.07.03.02.)
2. Upon receipt of a request by the former employee or another Maryland public school system, the Employee and Retiree Service Center (ERSC) will report the unused sick leave balance in hours. If the terminated employee had received termination pay, the following statement will be communicated: "Employee received termination pay at current salary rate for a portion of his/her accumulated sick leave" as defined in the Negotiated Agreement applicable to that employee.

B. Transfer of Sick Leave to MCPS

1. At the time of employment by MCPS and upon request of the employee, the employee is given MCPS Form 430-62: *Transfer of Cumulative Sick Leave* which is completed by the employee and forwarded to the Maryland public school system from which the employee had been terminated.
2. Upon receipt of the completed MCPS Form 430-62: *Transfer of Cumulative Sick Leave*, ERSC will add the unused accumulated sick leave reported in accordance with the following criteria:
 - a) Sick leave is accepted for transfer when the employee comes from another Maryland public school system
 - b) An accumulated sick leave balance of up to 100 days (800) hours can be transferred
 - c) Requests for retirement credit hours in excess of this amount should be directed to ERSC. The final decision is made by the chief operating officer

Regulation History: Formerly Regulation No. 430-5; revised October, 1982; revised September, 1985; reviewed August 1988; revised September 7, 1993; revised August 21, 1995; revised July 31, 2006.