



Leave Request (NOT Requiring ERSC Authorization)

**Employee and Retiree Service Center (ERSC)
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20855**

INSTRUCTION: To be completed when an employee is requesting annual or personal leave for any number of days/hours, bereavement leave for 5 days or fewer, or all other types of leave for 4 days or fewer. Leave requests not meeting these criteria should be submitted on MCPS Form 430-1. **Refer to reverse side for detailed instructions.**

Name _____ 0 0 0 0 _____
Last First MI Employee No.

Number of _____ Days (or) _____ Hours Expected Dates of Leave ____/____/____ through ____/____/____

Half day or less A.M. P.M. Member of Sick Leave Bank Yes No

School/Location Name _____

Job Title (if teacher, subject/grade) _____ Phone(s) _____-_____-_____, _____-_____-_____

CHECK TYPE OF LEAVE (See reverse side for explanation, requirements, and Family and Medical Leave Act information)

Annual Personal Personal Illness Illness in Family Family Bereavement

Additional Authorization Required Civil, Juror, or Witness Professional Meeting (give details below as appropriate). Unusual or Imperative

Specify details as appropriate _____

Read reverse side carefully before signing: _____
Signature, Employee _____/_____/_____
Date

AUTHORIZATION

Approved [Substitute Required? Yes No] Not Approved (give reason) _____

Signature, Principal/Director _____/_____/_____
Date

Approved Not Approved (give reason) _____

Signature, Deputy/Assoc. Superintendent/Designee _____/_____/_____
Date

INSTRUCTIONS: Complete all items on reverse side. Attach copies of appropriate documentation and submit to your principal/director through your immediate supervisor. For further information refer to the appropriate agreements:

Agreement between Montgomery County Education Association and Board of Education of Montgomery County, Rockville, Maryland

Agreement between Montgomery County Association of Administrative and Supervisory Personnel and Board of Education of Montgomery County, Rockville, Maryland

Agreement between Montgomery County Business and Operations Administrators and Board of Education of Montgomery County, Rockville, Maryland

Agreement between SEIU Local 500 and Board of Education of Montgomery County, Rockville, Maryland

NOTE: Personal Illness and Illness in Family leave may be covered by the Family and Medical Leave Act (FMLA) and, as such, may be counted against your twelve (12) work-week FMLA entitlement. The FMLA covers leave for the birth and care of an employee's newborn child, for placement with the employee of a child for adoption or foster care, to care for an immediate family member with a serious health condition, or for an employee's own serious health condition.

Leave will be without pay unless the employee's annual and/or sick leave is allowable under the *Agreement*. Employees using paid sick leave not in accordance with the *Agreement* will be required to reimburse MCPS.

TYPES OF LEAVE

Annual

Personal

Personal Illness*

Illness in Family*

Family Bereavement—Specify relationship and date of death.

Civil, Juror, or Witness—Not applicable when employee is plaintiff or defendant. Attach a copy of subpoena.

Professional Meeting—Appropriate documentation required.

Unusual or Imperative—Without pay.* Attach detailed explanation of reason for request. (Requires approval of associate superintendent.)

*This leave category without pay is *not* creditable service for salary schedule placement.

READ CAREFULLY BEFORE SIGNING REVERSE SIDE:

I have earned or been advanced leave in the amount requested. I understand that I will be required to repay any monies received for leave taken in excess of that earned if I resign before the end of the fiscal year for which leave is advanced.