



Leave Request (NOT Requiring ERSC Authorization)

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

MCPS Form 430-1A
November 2008

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 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

DISTRIBUTION: Remove copies as appropriate and complete.



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DISTRIBUTION: Remove copies as appropriate and complete.

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.

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.

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