Leave Request (NOT Requiring ERSC Authorization)

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

MCPS Form 430-1A
September 2022

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. Attach copies of appropriate documentation and submit to your principal/director/supervisor. Approved form must be attached to employee's timesheet. **Refer to reverse side for detailed instructions.**

Name _____   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.

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   ☐ Sick Leave   ☐ Illness in Family   ☐ Intermittent   ☐ Family Bereavement

Additional Documentation Required ☐ Civil, Juror, or Witness   ☐ Military Training   ☐ Workers' Compensation

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/Supervisor   *Date*

☐ Approved   ☐ Not Approved (give reason) _____

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

ADDITIONAL INFORMATION: 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 Administrators and Principals (MCAAP and MCBOA) and Board of Education of Montgomery County, Rockville, Maryland

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

FAMILY AND MEDICAL LEAVE ACT (FMLA):

Sick Leave 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*

Sick Leave**

Illness in Family**

Intermittent

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.

 *Cannot be approved if sufficient leave is not available.

**All hours of available leave will be applied.

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.