



## St. Mary's County Public Schools Sick and Safe Leave Request

In order to request sick leave, you must have accrued sick leave by:

- Continued employment with SMCPSS for 106 calendar days
- Working 24 hours in a two week period

**Any job that is accepted and cancelled within 12 hours is not eligible for sick leave, as reasonable and advance notice is required to avoid a disruption to the classroom.** Your sick leave balance is on your pay stub that can be viewed on the Employee Access Center (EAC). Sick leave payment may only be made in an amount of 4 hours or greater. The cancelled job must be 4 hours or greater. Employees must wait 106 days from their date of hire to begin using leave.

Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Email address \_\_\_\_\_

Date of absence \_\_\_\_\_

Confirmation number of accepted job: \_\_\_\_\_

Date/Time job was accepted: \_\_\_\_\_

Number of hours of the job (minimum 4 hours): \_\_\_\_\_

Confirmation number of cancelled absence: \_\_\_\_\_

Date/Time job was cancelled: \_\_\_\_\_

Number of hours of sick leave payment being requested (minimum 4 hours): \_\_\_\_\_

Reason for absence (check one):

- To care for or treat your mental or physical illness, injury, or condition;
- To obtain preventative medical care for you or a family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against you or your 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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form must be submitted via email to [aesop@smcps.org](mailto:aesop@smcps.org) no later than two weeks following the absence.**

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### FOR OFFICE USE ONLY

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

- No sick leave available
- Job cancelled within 12 hours of accepting job
- Cancelled job and sick leave payment request less than 4 hours
- Employed less than 106 days
- Other \_\_\_\_\_

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Human Resources Assistant

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Supervisor of Human Resources