



**St. Mary's County Public Schools
Substitute Teacher 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 disruption to the classroom. Your sick leave balance is on your pay stub which 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 _____ Job Number: _____

Date/Time job was accepted: _____ Date/Time job was cancelled: _____

Number of hours of the job (minimum 4 hours): _____

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 _____

This form must be submitted via email to substitutes@smcps.org no later than two weeks following the absence.

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_____ 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 _____

Human Resources Assistant

Supervisor of Human Resources