



SEIU Members Election Cash Out Sick Leave Hours for Perfect Attendance

MCPS Form 280-36
August 2019

Employee and Retiree Service Center (ERSC)
MONTGOMERY COUNTY PUBLIC SCHOOLS

Employee name _____ Employee ID # _____
Last First MI

Work telephone number _____-_____-_____

SECTION I: INSTRUCTIONS

On the chart below, find the number of months you are employed in the left column, and enter the number of sick days you wish to cash out, up to the maximum, in the space provided.

In order to receive the cash out of sick leave hours for perfect attendance, you **MUST** complete, sign, scan, and e-mail this form to ERSC at ERSC@mcpsmd.org no later than October 11, 2019.

Note: 10-month employees who accept a summer position with MCPS will NOT be eligible for sick leave cash out for perfect attendance if they use sick leave at any time during the fiscal year (July 1–June 30).

Months Employed	Maximum Number of Sick Days Eligible	Number of Sick Days I Want Paid to Me
10-month	3.33	
12-month	4.0	

I elect to cash out up to one-third (1/3) of my prior year's earned sick leave. I understand that any hours paid will be subtracted from my current sick leave balance and paid on the pay date that includes winter break.

_____/_____/_____
Employee Signature Date

SECTION II: FOR ERSC USE ONLY

Employee meets perfect attendance requirements. Y N

Processed by _____ Date _____/_____/_____
Signature

Print name