TRANSFER OF CUMULATIVE SICK LEAVE
Employee and Retiree Service Center
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

To Whom It May Concern:

COMAR 13A.07.03.02 allows professional employees to transfer cumulative sick leave up to 100 days without change to any public school system in Maryland. MCPS Regulation GID-RA states that sick leave is accepted for transfer when the employee comes from another Maryland public school system. An accumulated sick leave balance of up to 100 days (800 hours) may be transferred. We have recently employed an individual whose former employment was with your school system. Would you please complete the form below verifying the employee's cumulative sick leave balance and return to:

Employee and Retiree Service Center
Montgomery County Public Schools
45 West Gude Drive, Suite 1200
Rockville, Maryland 20850

Thank you.

PART I: TO BE COMPLETED BY EMPLOYEE—Complete Part I, and mail to former employer.

Name _____ _____ _____
Last *First* *Middle*

Former Public School System Employee ID Number _____

Dates of Employment: from ____/____/____ to ____/____/____

Position(s) Held _____ _____ _____

_____ ____/____/____
Signature, Employee *Date*

PART II: TO BE COMPLETED BY FORMER EMPLOYER—Complete Part II, and mail to MCPS Employee and Retiree Service Center above.

Name of Employee _____

Was Employed by _____ and Terminated on ____/____/____
Education Agency *Last Duty Day*

Had a cumulative total of ____ hours of unused sick leave at the time of termination.

AFFIX OFFICIAL SEAL

Was any of the employee's accumulated sick leave paid by your county at termination of service? ☐ Yes ☐ No

If Yes, how many hours? _____ At what rate? $ _____

_____
Signature, Former Employer

_____ ____/____/____
Position *Date*

PART III: TO BE COMPLETED BY MCPS EMPLOYEE AND RETIREE SERVICE CENTER

MCPS Employee ID Number _____

Job Code _____ Location _____ Date Employed ____/____/____

Hours to be Transferred _____

Approved by _____ _____ Date ____/____/____
Printed Name *Signature*