

MONTGOMERY COUNTY PUBLIC SCHOOLS**Request for COVID Sick Leave**
(Requires ERSC Authorization)Employee and Retiree Service Center (ERSC)
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20855**INSTRUCTIONS: See reverse side for detailed information.**Name _____
Last *First* *MI* *Employee No.*

Number of Days _____ (or) Hours _____ Expected Dates of Leave ____/____/____ through ____/____/____

School/Location Name _____

Job Title _____ Phone(s) _____-_____-_____, _____-_____-_____

CHECK TYPE OF LEAVE COVID sick leave for employee COVID sick leave to care for a family member COVID vaccination leave
 Other _____ Please attach positive test result, quarantine order or physician's note.

Specify details as appropriate _____

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Read reverse side carefully before signing: _____
Signature, Employee _____/_____/_____
*Date***AUTHORIZATION** Request Reviewed Substitute Required? Yes No Comments _____

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature, Principal/Director/Supervisor _____/_____/_____
Date Approved Not Approved (give reason) _____

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature, ERSC Approver _____/_____/_____
Date

- (a) A vaccinated employee or an unvaccinated employee with an approved medical exemption who contracts COVID shall receive unusual and imperative leave for up to 80 hours during the individual's scheduled duty days, not to exceed a period of 10 total days, to allow the employee to isolate as needed.
- (b) Unvaccinated employees without an approved medical exemption who contract COVID, or are required to quarantine due to a direct exposure or close contact, shall be required to use their available sick leave. If the employee has no remaining available sick leave their available annual and/or personal leave will be used. If the employee has no remaining available leave, their time in quarantine will go unpaid.
- (c) An employee who is required to care for a family member who has been ordered to isolate or placed in quarantine because they have contracted COVID or have had a direct exposure or close contact shall receive unusual and imperative leave for up to 80 hours during the individual's scheduled duty days, not to exceed a period of 10 total days.
- (d) An employee requesting leave to care for a family member shall be required to provide documentation that the family member is required to quarantine or isolate, which will be electronically submitted directly by the employee to a central MCPS repository through a secure platform. Acceptable documentation may include a positive COVID test result, an order from the employee's home state, or a letter from the individual's physician. This can also be used to care for a child whose day care facility was shut down for COVID quarantine.
- (e) "Family" for the purposes of this section shall be defined as a spouse, child, parent, adult child incapable of self-care, sibling, or anyone who regularly lives in the employee's household, for whom the employee has a durable medical or personal representative power of attorney, or who raised the employee in lieu of a parent.
- (f) Vaccinated Temporary Part Time Employees (TPT) are eligible for 10 days of COVID sick leave if they are directed to quarantine. They will only be paid for the days and hours they were scheduled to work.
- (g) Vaccinated substitute teachers are eligible for 10 days of COVID sick leave if they are directed to quarantine or need time to care for their family who are ordered to isolate or quarantine. They will only be paid for the days and hours they were scheduled to work.