

SICK LEAVE BANK GRANT REQUEST

Please complete the top section of this form and give to your attending physician. The completed form should be returned to:

Department of Human Resources
Attn: Sick Leave Bank – Confidential
125 North Court Street
Westminster, MD 21157
FAX: (410) 751-3139
Email: shrauen@carrollk12.org

The form must be signed by a physician, not a nurse practitioner or physician's assistant. Grant forms for employees with a mental health diagnosis must be signed by a licensed mental health clinician (psychiatrist, psychologist, licensed clinical social worker, etc.). For continuation grant requests, you may attach a doctor's note with the extended date in lieu of the form being completed by a physician.

Maternity grant requests will grant days (after the waiting period) during the maternity period of 6 weeks from the baby's date of birth for a vaginal delivery or 8 weeks for a c-section delivery. Any days beyond the 6 or 8 week period requires the physician to specifically state the medical reason for the extension.

The Sick Leave Bank Approval Committee approves grants once each pay period. If your absence will extend beyond the date approved by the Committee, you may apply for additional days. Days are not granted for non-work days. If an inclement weather closure should occur during your grant, a granted day will not be used.

A completed copy of this form will be returned to you once the approval or denial is made by the Sick Leave Bank Approval Committee. The completed copy of the form will indicate the applicable waiting period and the dates approved. If you do not have enough leave to cover the waiting period, your pay will be docked. Please reference the check message posted on the Employee Access Center or call Payroll at (410) 751-3050 for any docked pay calculations questions.