

Request for Employee Sick Leave Transfer from Maryland Public School System or the Maryland State Department of Education

Part I: New HCPSS Employee

Complete the top portion of this form and forward the form to your previous school district or Maryland State Department of Education (MSDE). This form needs to be sent to your previous school district or MSDE within 60 days of your date of hire.

Name: (Last, First, Middle, Maiden)	SS#: (last four digits)
Signature:	Date:

Part II: Former Employer

The employee listed above has recently accepted employment with the Howard County Public School System. In accordance with 13A.07.03.02 of the Code of Maryland Regulations, Maryland Public School Systems may accept the transfer of unused accumulated sick leave from any former employer that is a Maryland Public School System (including the Maryland School for the Blind and School for the Deaf). The Howard County Public School System also currently accepts transfer of unused accumulated sick leave from MSDE. Please complete the information below and return the form to the HCPSS Payroll Department.

This is to certify that the above-named person was employed by:

School/School District: _____ State: _____

Date from: _____ Date to: _____ and that the following is correct:

Total number of unused sick leave hours to be transferred: _____

Signature of Authorized Official

Date

Print Name and Title of Authorized Official

Telephone

Return form to:

Howard County Public School System, Attn: Payroll Department

10910 Clarksville Pike, Ellicott City, MD 21042

Email: payroll@hcpss.org; Ph: 410-313-8953