



University Human Resources
Employee Tip Sheet

Requesting Advance Sick Leave

Employee:

1. Before going out for a major medical event employees, should notify their department and/or supervisor. Sometime advance notification is not possible, but notification should be given prior to the employees' next scheduled workday.
2. Advance Sick Leave (ASL) is advanced at the rate of 15 days for each year of service or prorated based on the employee's length of service for a maximum of 60 days in one calendar year.
3. Identify the specific dates the absence will begin and the probable return to work date.
4. Provide medical documentation from an accredited, licensed, or certified medical provider. The medical documentation should support the dates given for the absence.
5. Complete the Advance Sick Leave Request form and submit it to your department.

**REQUEST FOR ADVANCED SICK LEAVE
for BARGAINING UNIT MEMBERS
University of Maryland, College Park**

PART I (To be completed by the employee) Date: _____
Name: _____ Unit: _____
UID: _____ Title: _____
Date University System employment began: _____
Regular Employee at least 50%? _____
Total years of service: _____ Have you passed probation?: Yes No
Are you receiving temporary total disability benefits from the Worker's Compensation Commission or "accident leave" for the absence?: Yes No
Date absence from duty began: _____ Probable date you will return to work: _____

IMPORTANT: Attach a medical certificate from your medical provider (with the title and original signature) which MUST include the following specific information: a statement that you are required to be absent from work due to illness, injury, or disability; the duration of your absence from work; and the prognosis of your ability to return to work.

I acknowledge and agree that any sick leave advanced to me is considered a debt and that upon my return to work I am required to repay the University by applying, at a minimum, one-half of my sick and annual leave earnings each pay period. I understand that, in addition to the minimum payback, I may elect to pay back the advanced sick leave debt by applying any earned leave or by reimbursing the University with cash. Any debt remaining at the time of my separation from the University may be taken out of my final wages and any leave owed to me at the time of my separation. Further, this debt is enforceable until repaid, even after my separation from University service whether voluntary or involuntary.

Date: _____ Employee Signature: _____

PART II (To be completed by the departments)
Number of days being requested: _____
Date on which all earned leave will be exhausted. (All paid leave, including annual, sick, personal and compensatory leave - if applicable, must be exhausted before advanced sick leave can be granted): _____

Has the employee been granted advanced sick previously? No Yes (Please indicate when and for how many days) _____ Has debt been completely repaid? Yes No

Supervisor responsible for completing and approving employee's timesheet:
Name: _____ Phone number: _____

PART III
Recommendation of Department Chairperson: [] Approved [] Disapproved (state reason) _____

Date: _____ Signature: _____

PART IV
Action of Director of University [] Approved - Number of days approved: _____
Human Resources: [] Disapproved (state reason) _____

Date: _____ Signature: _____

Supervisor:

1. Should complete the employee's timesheet while the employee is out on ASL ensuring that all personal accrued leave (annual, sick, personal, and comp) is used prior to using ASL.
2. Notify Christine Hottel at chottel@umd.edu or 301-405-2182 when the employee returns to work full-time to initiate the ASL pay back process.
3. ASL pay back begins the close of the pay period in which the employee returns to work.
4. The ASL pay back rate is one-half of the employee's annual and sick leave accrual rate, except for the final pay back deduction, which may be more than half.

For the complete policy on Advance Sick Leave please visit: <http://www.president.umd.edu/policies/docs/VII-745.pdf>