Requesting Advance Sick Leave

Employee:

1. Before going out for a major medical event employees, should notify their department and/or supervisor. Sometimes 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.

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