INSTRUCTIONS FOR REQUESTING RETROACTIVE PAID COVID-19 LEAVE
Frederick County Public Schools

This process is for active benefited and regularly assigned non-benefited employees seeking reimbursement for leave taken due to COVID-19 between July 1, 2021, and before January 18, 2022. Please see the school/work location timekeeper if there is a current need for leave due to COVID-19.

1. The employee must submit a copy of the employee signed ***Leave Form*** **(Time Sheet)**, ***Affirmation for Paid COVID-19 Leave Form,*** and **supporting medical documentation** to HR via: Covid.Leave@fcps.org. If supporting documentation is not available, the Affirmation for Paid COVID-19 Leave Form will be accepted on its own.
2. Human Resources staff will review the employee's documentation along with leave taken during the time period for which the employee is seeking reimbursement.
3. The employee will receive an email response confirming the approval of the leave reimbursement.
4. Once the leave is approved for reimbursement, an employee should see the leave added back to her/his leave balance within two (2) pay periods.

Updated: January 2022