

## Employee News - Sick Leave due to COVID

The Board of Education and Frederick County Public Schools, in partnership with our associations, is providing limited availability of special sick leave (COVID-Illness Only) to employees with no or low sick leave balances. This offering will help prioritize our ability to ensure all employees continue to receive paychecks during times of unexpected illness.

**Eligibility:** Any active benefited or regularly scheduled non-benefited FCPS employee who has twenty (20) or fewer days of available sick leave and is absent due to a documented COVID-related illness for self or family member as defined by FMLA (spouse, parent, child). No more than two (2) five (5)-day grants will be processed for an employee during FY 2023. The last date for SPLV grant consideration will be June 29, 2023, for reconciliation on the July 13, 2023 pay.

### **APPLYING CURRENT**

To be considered for a SPLV grant, an employee must:

- Demonstrate eligibility [twenty (20) days or fewer of available sick leave] through June 30, 2023.
- Submit a standard "Leave Request Form" to the work location in accordance with FCPS procedure.

### **REVIEW PROCESS**

All submitted requests for leave will be reviewed by staff in Human Resources and Payroll for verification of eligibility. Additionally:

- Leave must be approved and verified by the supervisor at the work location.
- Timekeepers must keep copies of leave slips at the work site.
- Non-benefited employees should scan and email approved timesheets to [timesheets@fcps.org](mailto:timesheets@fcps.org) for processing and auditing requirements.

### **RECONCILIATION AND RETROACTIVE REQUESTS**

- Any employee who has taken leave due to COVID from July 1, 2022, through November 30, 2022, may submit for retroactive approval no later than December 31, 2022.
- Human Resources and Payroll will review form responses and process corrections.
- If an employee used another type of leave, SPLV will be entered, and the originally identified non-SPLV will subsequently be reconciled.

### **HOW TO APPLY**

#### **MUST BE ELIGIBLE WITH TWENTY (20) DAYS OR FEWER AVAILABLE SICK LEAVE**

RETROACTIVE REQUESTS (July 1, 2022- November 30, 2022)	CURRENT REQUESTS (December 1, 2022 - June 30, 2023)
<a href="#">RETROACTIVE REQUESTS: Special Sick Leave Due to COVID Form</a>	<a href="#">CURRENT REQUESTS: Special Sick Leave Due to COVID</a>

**Have Questions? See this [FAQ: Special Sick Leave Due to COVID](#)**