



Anne Arundel County Public Schools | Division of Human Resources

Request to Transfer Unused Sick Leave

According to COMAR 13A.07.03.02, Maryland public school systems may accept for transfer unused accumulated sick leave from any former employer that is a public school system in Maryland.

We have recently employed an individual who was formerly employed by your school system and who has authorized you (See Part I, below) to provide the information requested in Part II, below.

Please complete Part II of this form verifying your former employee's accumulated unused sick leave balance upon termination and return this form by fax to 410-222-5610 to:

Payroll Department
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401

If you have any questions, please call 410-222-5215.
Thank You

Part I - To be Completed by Employee - Complete Part I, send directly to former employer

Authority to Release Information

Please confirm below my unused sick leave as of my date of employment termination. Thank you.

Employee Name: _____ SSN: _____ - _____ - _____
Please Print Last First MI

Former Name, if applicable _____

Signature: _____ Date: _____

Part II - To be Completed by Former Employer

Employer _____ Employed: from ____/____/____
to ____/____/____ Employee Resigned [] Retired [] Other _____ (Check one box)

Last Position Held _____

Table with 4 columns: Balance of UNUSED sick leave Accumulated during Employment (TOTAL HOURS), Balance of UNUSED Sick leave transferred from another Maryland school system (TOTAL HOURS), Total HOURS of UNUSED sick leave PAID OUT at time of separation, Total HOURS of unused sick leave available for transfer. See Below *

Employee was a member of [] Teacher's or [] Employee's retirement system.

*Unused sick leave was reported to the Maryland Stated Retirement and Pension Agency. Yes [] No []

Signature Title Date

Address City, State, Zip E-mail

Part III - To be Completed by AACPS Payroll Department

Table with 5 columns: Total # HOURS transferred, Current Daily Hours, Total # DAYS transferred, Entered by: Date, Audited by: Date