



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 up to 100 days of 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 to:

Payroll Manager
Anne Arundel County Public Schools
2664 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

Name: _____ Former Name, if applicable _____
Please Print Last First MI

SSN: _____ -- _____ -- _____ Former Employer: _____

Dates of Employment: from ____/____/____ to ____/____/____

Last Position Held _____

Signature: _____ Date: _____

By Signing I authorize my former employer to complete and return this form to the address listed above.

Part II - To be Completed by Former Employer

Employed by _____ Last Duty Day: _____

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. Includes (+), (-), (=) symbols.

Signature Title E-mail Date

Address City, State, Zip

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. Includes (/), (=) symbols.