



BALTIMORE COUNTY PUBLIC SCHOOLS

Application for Conversion of Personal Illness to Family Illness

Employees may use a portion of their personal sick leave for illness in the immediate family. At the start of their leave accounting year, employees will be advanced days from their personal sick leave to be used for illness in the family. Family illness days are a part of an employee's personal sick leave. The Office of Staff Relations may approve additional days of family illness leave if the employee has sufficient personal sick leave, can provide medical documentation of the family member's illness, and the necessity for assisting the ill family member.

Name Last First MI Last 4 Digits of Social Security No.

Position Location

Home Address

Work Telephone Home Telephone

Employment Status Full-time Part-time If part-time, give hours worked per week

Have you requested additional days from the Office of Staff Relations this year? Yes No

Date requesting conversion to begin

Date you anticipate returning to work

Will this request require intermittent leave usage: Yes No

A Certification of Health Care Provider form is included in this packet. Please have your health care provider complete the appropriate portion of this form and return it with this application.

Conversion is requested for the following reason: (Please check the appropriate box)

A serious health condition affecting your Relationship to Employee, for which you are needed to provide care.

Employee Signature Date

Forward this form to the appropriate office in the Department of Human Resources for processing:

Office of Staff Relations, 6901 Charles Street, Towson, MD 21204 (conversion of Personal Illness time) Fax # 410-769-9297, Attn: Ms. Wolf