


## SY 2022-2023

### HCEA Sick Leave Bank (SLB) Request Instructions

*The application is now available electronically. Follow the instructions below to complete and submit all required documents to the SLB Committee.*

#### **Part 1 Instructions:** *(using a district issued device)*

1. Download and save a copy of the **HCEA SICK LEAVE BANK Application SY 2022** to your device.
2. Launch Adobe Acrobat program. 
3. Select FILE from the header and browse to open the saved **HCEA SICK LEAVE BANK Application SY 2022** form.
4. Complete the form with all required information.
5. Click the **SUBMIT** button.
6. The Adobe program will auto generate an email to HCEA and HCPS Benefits staff with the completed form as an attachment.
7. Click **SEND** (a copy of the message and attachment will display in your email "Sent" folder).

NOTE: If using a personal device, launch Chrome Browser, enter **start.hcps.org** in to URL bar, log into Office 365 using your district issued credentials, access SharePoint to download and save a copy of the HCEA SICK LEAVE BANK Application SY 2022, then follow above steps.

#### **Part 2 Instructions:**

1. Open and print the **SLB Physician's Form 2021**. (2 pages)
2. Provide the form to your physician to complete all required information fields.
3. Submit the completed Physician's forms to HCPS via the following
  - a. Scan completed forms and email to [Brittany.Brooks@hcp.org](mailto:Brittany.Brooks@hcp.org), or
  - b. Mail originals to Harford County Public Schools

Attention: SLB Committee/Brittany Brooks  
102 S. Hickory Avenue  
Bel Air, MD 21014