


# SY 2020-2021 HCEA Sick Leave Bank Request (SLB)

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

## **Instructions for Part 1:**

1. Download and save a copy of the ***SLB Application 2020*** to your device.
2. Launch Adobe Acrobat program. 
3. Select FILE from the header and browse to open the saved ***SLB Application 2020*** 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).

## **Instructions for Part 2:**

1. Open and print the ***SLB Physician's Form 2020***. (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 [Leah.Hebert@hcps.org](mailto:Leah.Hebert@hcps.org), or
  - b. Mail originals to Harford County Public Schools

Attention: SLB Committee/Leah Hebert  
102 S. Hickory Avenue  
Bel Air, MD 21014

For technical assistance, please contact [BangTam.Miller@hcps.org](mailto:BangTam.Miller@hcps.org), 410-588-5311.