


## SY 2021-2022

# 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 **SLB Application 2021** to your device.
2. Launch Adobe Acrobat program. 
3. Select FILE from the header and browse to open the saved **SLB Application 2021** 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 SLB Application 2021, then follow above steps.

### **Part 2 Instructions:**

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.