

**A. Purpose**

To establish procedures for Frederick County Public Schools (FCPS) employee assault leave.

**B. Background**

1. Pursuant to Section 6-111 of the Education Article of the Maryland Annotated Code, an employee of a county board who is absent due to physical disability that results from an assault while in the scope of board employment shall be kept on full pay status instead of sick leave during the period of absence.
2. Section 6-111 further requires county boards to establish rules and regulations for the entitlement and use of assault leave, including a requirement that an employee provide:
  - a. A signed statement that justifies the use of assault leave; and
  - b. If medical attention is required, a certificate from a licensed physician that states the nature and duration of the disability.

**C. Definitions**

None.

**D. Procedures**

1. Employees shall submit to their immediate supervisor the leave time desired with reasons as soon as possible after the event.
2. If medical attention is secured, a statement from the attending physician stating the nature and duration of the disability must accompany the written request.
3. Employees returning from an absence of four (4) or more days must present certification by a medical provider that they are able to return to work. The [Return to Work Authorization form](#) is used to report this information. The medical certification must be submitted to the FCPS Risk and Safety Office for review at least 24 hours prior to returning to work.

**E. Related Information**

1. **Board Policy**
  - a. [Policy 300](#), *Personnel*
  - b. [Policy 301](#), *Employment Expectations*
  - c. [Policy 319](#), *Administrative, Management and Technical (AMT) Group*

2. **FCPS Regulations**

- a. [Regulation 200-11](#), *Injury Reporting of Employees*
- b. [Regulation 303-01](#), *Accommodations for Employees Returning to Work from Injury, Surgery, Medical Treatment, or Serious Illness*

3. **FCPS Resources**

- a. [Return to Work Authorization Form](#)

4. **Maryland Statutes**

- a. [Md. Code Ann., Educ. § 6-111](#)

5. **Negotiated Agreements**

- a. [Board and Frederick Association of School Support Employees \(FASSE\)](#)
- b. [Board and Frederick County Administrative and Supervisory Association \(FCASA\)](#)
- c. [Board and Frederick County Teachers Association \(FCTA\)](#)

**F. Regulation History** (Maintained by Legal Services)

<i>Responsible Office</i>	Office of Human Resources
Adoption Dates	07/01/79
Review Dates	
Revision Dates	05/08/02; 09/06/24