



# Maryland

DEPARTMENT OF BUDGET  
AND MANAGEMENT

## OFFICE OF PERSONNEL SERVICES AND BENEFITS

### STATE LEAVE BANK PROGRAM

### RETURN OF “UNUSED” LEAVE BANK LEAVE

Per **COMAR 17.04.11.23 O.2**, *“If an employee who receives leave from the Bank does not use all of the leave received, the remaining hours of leave automatically revert to the Bank.”* Please use this form to return any unused leave from the Leave Bank as required. It is important to return any unused leave to ensure that the employee’s lifetime usage is up to date. Any leave not returned will count towards their lifetime amount of 2080 hours. Also, use this form to report any forfeited hours due to separation of service.

Please fill in **all** applicable lines below to properly return all unused, including forfeited, leave:

<b>Agency: (i.e. DBM, MDH, etc.)</b>	
<b>Employee’s Name:</b>	
<b>Employee’s W#:</b>	
<b>Approved Hours:</b>	
<b>Unused/Forfeited Hours:</b>	LB      Personal      Sick      Annual
<b>Dates Approved:</b>	
<b>Date Returned to Work:</b>	
<b>Or Date of Separation:</b>	
<b>Name of LB Coordinator or Agency Timekeeper:</b>	

Thank you for complying with this requirement. Upon completion this form should be sent via **secure email** to the Leave Bank Unit at [leave.bank@maryland.gov](mailto:leave.bank@maryland.gov) by the agency Leave Bank Coordinator or Agency Timekeeper.