MC MONTGOMERY COLLEGE

COVID-19 Testing Leave Tracking (by Month) and Payment Request Form for Part-Time Faculty

If you have an approved medical or religious exception from Montgomery College's COVID-19 vaccination mandate, you must follow the College's COVID-19 testing protocol.

Please use this form to track the time taken to comply with the current COVID-19 testing requirements. In coordination with the supervising Chair, eligible PTF may take **up to two (2) hours per week to receive a COVID-19 test, tracked in increments of .25 hours**, and will be paid for this time. Tests should be during times that do not conflict with instructional or counseling commitments.

Track your testing hours weekly below for the month to be **paid as a lump sum payment applied to the pay period coincident with or immediately following the conclusion of the testing month**. Go to the Report Covid-19 Vaccination Status page to upload your approved COVID-19 Testing Leave Tracking and Payment Request Form.

Employee Name	M#	Testing Month and Year

Testing Date	Hours Used to Test	Testing Date	Hours Used to Test
Grand Total for the Month			

I certify that I took leave for the total hours listed above in the testing month listed above to comply with the College's testing protocol for employees with approved exceptions from the vaccination mandate. I understand that I will be paid by way of a lump sum payment applied to the pay period coincident with or immediately following the conclusion of the testing month.

_____
Employee Signature   Date

_____
Chair Approval   Date

HRSTM Only: Received _____ Approved _____ Processed in BW _____