



**MONTGOMERY COUNTY GOVERNMENT**  
**and**  
**UFCW LOCAL 1994 MC GEO**



TO: MCGEO Members

FROM: Office of Human Resources  
MC GEO UFCW Local 1994

DATED: December 5, 2023

SUBJECT: **Sick Leave Bank (SLB) Leave year 2024**

The SLB continues to be a great success. To date, the 2023 SLB has 4,659 members and has been able to assist hundreds of eligible members every year. The SLB has helped ease the financial impact of our members with serious illness or injuries. Keep in mind the SLB program requires all requests to be reviewed and vetted by medical professionals, therefore your contribution and investment is protected.



We look forward to your continued support in 2024 and have provided information below on how the program will work for the new leave year.

1. MCGEO members will be automatically enrolled in the SLB effective with the 2024 leave year. If you wish to be a member of the SLB in 2024, you don't have to do anything. However, from **December 5, 2023 through January 5, 2024, you have the opportunity to opt out of the SLB if you wish.** The SLB is the only means of obtaining sick leave other than what members accrue each pay period.
2. Members are now able to opt-out online by clicking here: [2024 OPT-OUT](#). Use your County User ID and password to access the opt-out form electronically. If you are unable to log into your account, [Click Here](#).
3. When new employees reach merit status and become MCGEO members in 2024 they too will be automatically enrolled in the SLB and will have thirty (30) days to opt out.
4. The maximum sick leave available to a SLB member in a leave year is 16 weeks or 640 hours. Leave will be prorated for part-time members. SLB members are allowed one appeal, not to exceed 160 additional hours for their own medical condition, 80 hours for a qualifying family member.
5. Updated SLB policy and procedures documents and forms are located online at: <http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html#1>
6. Members who **do not opt out** will see their SLB contribution of **ten (10) hours** deducted from their pay advice dated February 9, 2024. Part time employee's deduction is prorated based on their budgeted work hours.
7. If the hours in the SLB fall below 3,000 hours, an additional assessment of **up to eight (8) hours** will be taken. There will be only one additional assessment during the leave year if needed.

## 2024 Sick Leave Bank (SLB) Online Opt Out Process

1. To Opt-out online, [Click HERE](#)
2. If your account information does not come up automatically, type in your login ID + @MontgomeryCountyMD.gov (**not** your email address). Click Next.
3. Sign in using your **login ID** and password that you use to login to your computer or ESS.

2

**Microsoft**  
**Sign in**  
login ID@MontgomeryCountyMD.gov   
[Can't access your account?](#)  
[Sign-in options](#)  

Back

Next

3

**Montgomery County  
Government**  
  
Sign in with your organizational account  

loginID

Password



Sign in

[Forgot Password or Unlock Account](#)

4. Click "OPT OUT"



5. Click the 'Annual Opt Out' check box → Click 'Next'.



**MCGEO Sick Leave Bank**



**Sick Leave Bank  
OPT OUT**

I am declining membership in the MCG/MCGEO SLB. I understand that if I do not submit a completed form during the Opt Out period **December 5, 2023 through January 5, 2024** will be considered a member of Sick Leave Bank and applicable hours will be deducted for the 2024 leave year. I understand that for all MCGEO members, the SLB is the only means of obtaining sick leave than what I accrue each pay period.

\* Member's Name

Smith, John

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**Annual Opt Out** - During the annual opt out period, I understand that I must complete this form before the last day of the opt out period. I understand that by opting out, I am not entitled to any sick leave from SLB during the 2024 leave year.  
You will receive an email confirmation upon submission.

Close

Next

6. Enter Primary Contact Phone Number → Click 'Submit'

The screenshot shows the 'MCGEO Sick Leave Bank OPT OUT' form. At the top, there are logos for MCGEO, UFCW Local 174, and the County of Montgomery. The form title is 'Sick Leave Bank OPT OUT'. Below the title, a paragraph states: 'I am declining membership in the MCG/MCGEO SLB. I understand that if I do not submit a completed form during the Opt Out period **December 5, 2023 through January 5, 2024** will be considered a member of Sick Leave Bank and applicable hours will be deducted for the **2024** leave year. I understand that for all MCGEO members, the SLB is the only means of obtaining sick leave than what I accrue each pay period.'

The form contains several input fields:

- \* Member's Name:
- \* Employee ID:
- Merit Day:
- \* Primary Contact Phone:  (with a red border and a note 'Enter 10 digits without dash')
- \* Department:

At the bottom, there is a checkbox labeled 'Annual Opt Out' which is checked. The text next to it says: 'During the annual opt out period, I understand that I must complete this form before the last day of the opt out period. I understand that by opting out, I am not entitled to any sick leave from SLB during the 2024 leave year. You will receive an email confirmation upon submission.'

At the very bottom, there are two buttons: 'Close' and 'Submit' (which has a red border).

If you are unable to access your account, [CLICK Here](#) to fill out an opt-out form online or print and **Mail, Fax or Scan to:**

MCG/MCGEO SLB  
OHR Occupational Medical Services  
27 Courthouse Square, #180  
Rockville, MD 20850

**OR**

Fax to 240-777-5186

Scan and email to:

[mcgeoslb@montgomerycountymd.gov](mailto:mcgeoslb@montgomerycountymd.gov)

Forms must be received no later than **Friday, January 5, 2024.**