

## MONTGOMERY COUNTY GOVERNMENT and UFCW LOCAL 1994 MCGEO



TO: MCGEO Members

FROM: Office of Human Resources

MCGEO UFCW Local 1994

DATED: December 5, 2023

SUBJECT: Sick Leave Bank (SLB) Leave year 2024

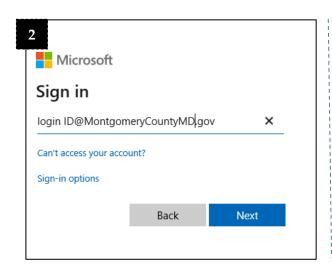
The SLB continues to be a great success. To date, the 2023 SLB has 4,659 members and has been able to assist hundreds of eligible members every year. The SLB has helped ease the financial impact of our members with serious illness or injuries. Keep in mind the SLB program requires all requests to be 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: <u>2024 OPT-OUT.</u> Use your County User ID and password to access the opt-out form electronically. If you are unable to log into your account, <u>Click Here</u>.
- 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 <u>do not opt out</u> 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 (<u>not</u> your email address). Click Next.
- 3. Sign in using your **login ID** and password that you use to login to your computer or ESS.

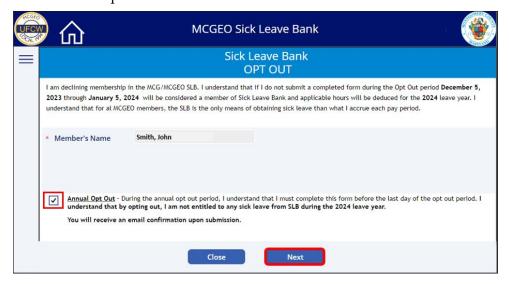




4. Click "OPT OUT"



5. Click the 'Annual Opt Out' check box  $\rightarrow$  Click 'Next'.



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



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

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