



MONTGOMERY COUNTY GOVERNMENT
and
UFCW LOCAL 1994 MCGEO



TO: MCGEO Members

FROM: Office of Human Resources
MCGEO UFCW Local 1994

DATED: November 18, 2015

SUBJECT: **Sick Leave Bank (SLB) Leave year 2016**

The SLB continues to be a great success. To date, the 2015 SLB has 4,780 members and has been able to assist members who met the criteria for using SLB hours. The SLB continues to be healthy and is projected to maintain a positive balance while providing a needed benefit for its members.

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 2016 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 2016 leave year. If you wish to be a member of the SLB in 2016, you don't have to do anything. However, from **November 16 through December 18, 2015, you have the opportunity to opt out of the SLB if you wish.**
2. When new employees reach merit status and become MCGEO members in 2016, they, too, will be automatically enrolled in the SLB and will have thirty (30) days to opt out.
3. 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. Once a request has been approved SLB pay codes can be seen in MCTime.
4. The SLB policy and procedures documents are located online at <http://www.montgomerycountymd.gov/HR/oms/Leave.html>.
5. Members who **do not opt out** will see their SLB contribution of eight (8) hours deducted from their pay advice dated **February 5th 2016**.
6. If the SLB hours fall below 3,000 hours, an additional assessment of eight (8) hours will be taken. There will be only one additional assessment during the leave year if needed.
7. The Opt Out Form can be found on the reverse side of this document or online at <http://www.montgomerycountymd.gov/HR/oms/Leave.html>.

Turn Page for Opt-Out



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**SICK LEAVE BANK (SLB) OPT OUT FORM
2016 LEAVE YEAR**

Member's Name: _____
Please Print **Primary Contact Phone Number**

Employee ID: _____
Found on Pay Advice **Department**

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 **November 16, 2015 through December 18, 2015** for the SLB, I will be a member during the 2016 leave year. **I understand that for all MCGEO members, the SLB is the only means of obtaining sick leave other than what I accrue each pay**

CHECK ONE

period.

Annual Opt Out - During the annual opt out period, I understand that I must complete this form and deliver it as instructed below before the last day of the opt out period. **I understand that by opting out, I am not entitled to any sick leave from the SLB during the 2016 leave year.**

New Merit Status/MCGEO Member Opt Out - As a new merit status/MCGEO member, I understand that I have thirty (30) calendar days from the date of merit status and becoming a MCGEO member to opt out of the MCG/MCGEO SLB. **I understand that by opting out, I am not entitled to any sick leave from the SLB during the 2016 leave year.**

Member's Signature **Today's Date**

MAKE A COPY OF THIS FORM FOR YOUR RECORDS THEN SEND IT TO:

MCG/MCGEO SLB
 OHR Occupational Medical Services
 255 Rockville Pike, Suite 125
 Rockville, MD 20850

OR

Fax to 240-777-5186

Scan and email to:

mcgeoslb@montgomerycountymd.gov