TO: MCGEO Members

FROM: Office of Human Resources
MCGEO UFCW Local 1994

DATED: December 3, 2021

SUBJECT: Sick Leave Bank (SLB) Leave year 2022

The SLB continues to be a great success. To date, the 2021 SLB has 4,687 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. In addition, the SLB was able to assist many new parents who needed time away after the birth of their child. 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 2022 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 2022 leave year. If you wish to be a member of the SLB in 2021, you don’t have to do anything. However, from December 3, 2021 through January 3, 2022, 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: 2022 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 2022 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 January 28, 2022. 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.
2022 Sick Leave Bank Opt Out Process

1. Click here → **2022 OPT-OUT**

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.

   ![Sign in](image1)

4. Click “OPT OUT HERE”

   ![Existing MCGEO members annual Opt Out](image2)

5. Click ‘Annual Opt Out’ check box. Click ‘Next’.

   ![Sick Leave Bank OPT OUT](image3)
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/MC GEO SLB OR Fax to 240-777-5186
Occupational Medical Services OR Scan and email to:
27 Courthouse Square, Suite 184 mcgeoslb@montgomerycountymd.gov
Rockville, MD 20850

Forms must be received no later than Monday, January 3, 2022.