



Sick Leave Donation Program for Unrepresented Employees

Frequently Asked Questions

The County Council approved changes to the Personnel Regulations that expand the purposes for which Sick Leave donations can be used. The following questions and answers were developed to provide additional information about the Sick Leave Donation Program for Unrepresented Employees. Please direct any questions about the Sick Leave Donation Program for Unrepresented Employees to the OHR Occupational Medical Services (OMS) Program Manager, at (240) 777-5137 or dpm@montgomerycountymd.gov

For information about specific bargaining unit Sick Leave programs, please visit:
<https://www.montgomerycountymd.gov/olr/negotiated-agreements.html>

- **FOP** – Article 19, Section L, Sick Leave Donations
- **IAFF** – Article 7, Section 7.14, Sick Leave Donor Program
- **MC GEO** – Sick Leave Bank: <http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html#1>

FAQs

1. What is the Sick Leave Donation Program?

The Sick Leave Donation Program allows unrepresented (non-bargaining unit) County employees to give additional Sick Leave, Annual Leave, or Paid Time Off (PTO) to eligible unrepresented employees who have exhausted all types of accrued leave.

2. What has changed and why?

The County Council approved changes in the Personnel Regulations that expand the purposes for which Sick Leave donations can be used. These changes allow Sick Leave donations to be used for the following purposes: (1) to care for a parent with a serious health condition; (2) for pregnancy, childbirth and recovery from childbirth; and (3) for parental leave* to bond with a newborn or newly adopted child. In addition, unrepresented employees using donated Sick Leave do not earn or accrue Annual and Sick Leave.

**Note: A maximum of 120 donated Sick Leave hours may be used for parental leave.*

3. Who is eligible to participate in the Sick Leave Donation Program?

Unrepresented employees who have been employed by the County in a merit system position for at least 6 consecutive months and have exhausted all accrued leave are eligible to receive Sick Leave, Annual Leave or PTO donations from other unrepresented employees.

4. How do I submit a request for Sick Leave Donation?

Unrepresented employees must submit a completed Sick Leave Donor Program Authorization Form (located in Appendix K in the Personnel Regulations) as well as a completed Medical Certification Form for Sick Leave or PTO Donations (located in Appendix M of the Personnel Regulations) to the department director. The department director or designee (e.g., HR Liaison) will solicit sick leave donations on behalf of the employee from other unrepresented department employees. The employee requesting donations, or any representative of the employee, may not learn the identity of any person who is willing to donate sick leave. A list of the employees who have agreed to donate leave to the employee and the number of hours for each individual donation is sent to payroll for processing.

5. Who can donate Sick Leave?

A full-time unrepresented employee may donate Sick Leave, Annual Leave or PTO to another unrepresented employee, but the donor must maintain a balance of at least 80 hours of Sick Leave or PTO following the donation. A part-time unrepresented employee who regularly works 40 or more hours per pay period may donate sick leave or PTO to another unrepresented employee, but the donor must maintain a balance of at least 40 hours of Sick Leave or PTO following the donation.

6. What can the donated Sick Leave be used for?

The sick leave donations can be used for the employee's extended illness or injury, which may include pregnancy, childbirth, or recovery from childbirth, that causes the employee to be unable to work for more than 7 consecutive calendar days, or to care for the employee's spouse or domestic partner (only if the domestic partnership was registered with the County prior to June 28, 2016), a child, or parent who has a serious health condition. A maximum of 120 hours of donated sick leave can be used as parental leave to bond with a newborn or newly adopted child.

7. What's the supervisor's role in responding to a request for Sick Leave donations?

A supervisor should promptly forward an employee's request for Sick Leave donations to the department director.

8. Can an employee appeal a decision made regarding the Sick Leave Donation Program?

An unrepresented employee eligible for Sick Leave Donations (employed for six consecutive months in a merit system position) may contact OMS to inquire about a decision regarding the Sick Leave Donation Program. However, only an unrepresented employee with merit status may file a grievance if the employee believes that they were adversely affected by an alleged violation, misinterpretation or improper application of the Sick Leave Donation Program.

9. Can I receive Sick Leave donations to care for a family member?

Yes, but only for certain family members. An unrepresented employee can receive sick leave donations to care for the employee's spouse, a domestic partner (only if the domestic partnership was registered with the County prior to June 28, 2016), a child, or a parent who has a serious health condition.

10. Where can I find additional information about the Sick Leave Donor Program? Additional information can be found in [Section 17-10](#) of the Montgomery County Personnel Regulations which can be accessed on the OHR website at www.montgomerycountymd.gov/hr > *Policy and Regulations* > *Personnel Regulations* > *MCPR 2001, Section 17, Sick Leave*.

11. Can a part-time employee receive Sick Leave donations?

Yes, if the part-time employee is employed by the County in a merit system position for at least 6 consecutive months, they may receive a prorated amount of donated leave.

12. How do I use/track the use of Sick Leave donations in Mctime?

An employee or the manager may use the pay code, *Donated UNRP Sick Leave Used*, once Payroll has added the donated leave to the employee's sick leave balance. Contact Payroll@montgomerycountymd.gov if you have submitted leave donations that are not available in the employee's sick leave balance.

13. Who can I contact for additional information or questions about Sick Leave donations for unrepresented employees?

Contact OHR Occupational Medical Services Program Manager, at (240) 777-5176 or dpm@montgomerycountymd.gov.