



MONTGOMERY COUNTY GOVERNMENT  
and  
UFCW LOCAL 1994 MCGEO



TO: MCGEO Members

FROM: Office of Human Resources  
MCGEO UFCW Local 1994

DATED: November 13, 2018

SUBJECT: **Sick Leave Bank (SLB) Leave year 2019**

The SLB continues to be a great success. To date, the 2018 SLB has 4,551 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 provide 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. **All members who are FMLA eligible, must include their FMLA application with their SLB application.**

We look forward to your continued support in 2019 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 2019 leave year. If you wish to be a member of the SLB in 2019, you don't have to do anything. However, from **November 15 through December 14, 2018, 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 2019, 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. **SLB members are allowed one appeal, not to exceed 160 additional hours for their own medical condition, 80 hours for a qualifying family member.**
4. Updated SLB policy and procedures documents are located online at <http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html#1>  
The opt out form can also be found here.
5. Members who **do not opt out** will see their SLB contribution of eight (8) hours deducted from their pay advice dated **February 1st 2019.** Part time employees deduction is prorated based on their budgeted work hours.
6. If the hours in the SLB 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.



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**SICK LEAVE BANK (SLB) OPT OUT FORM  
2019 LEAVE YEAR**

Member's Name: \_\_\_\_\_  
**Please Print Clearly** **Primary Contact Phone #**

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 15, 2018 through December 14, 2018** for the SLB, I will be a member during the 2019 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 period.**

**CHECK ONE**

**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 2019 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 2019 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  
 101 Monroe Street, 7<sup>th</sup> Floor  
 Rockville, MD 20850

**OR**

Fax to 240-777-5186  
  
 Scan and email to:  
[mcgeoslb@montgomerycountymd.gov](mailto:mcgeoslb@montgomerycountymd.gov)