



**MONTGOMERY COUNTY GOVERNMENT  
and UFCW LOCAL 1994  
MUNICIPAL AND COUNTY GOVERNMENT EMPLOYEE  
ORGANIZATION (MCGEO)**

**2026 SICK LEAVE BANK POLICY**

The MCG/MCGEO Sick Leave Bank (SLB) is a cooperative effort of the UFCW Local 1994, Municipal and County Government Employee Organization (MCGEO) and the Montgomery County Government (MCG). The SLB is designed to assure that those members in most need during a sustained period of incapacitating illness or disability will have paid leave available after those members have exhausted all other paid leave available to them and are expected to return to work status.

This policy is effective at the beginning of each leave year. While this Policy is in effect, the Sick Leave Donor Program, as contained in Article 15.7 of the MCG/MCGEO Agreement, will not be in effect.

The SLB is overseen by the MCG/MCGEO Joint Sick Leave Bank Committee (Committee). The Committee consists of three MCG representatives and three MCGEO representatives. The SLB resources come from initial and continuing contributions of individual member's sick leave.

To join the SLB members need to do nothing. Members will automatically be enrolled in the SLB at the beginning of each leave year unless they opt out during the SLB opt out period. The SLB opt out period for the 2026 leave year will be Friday December 12, 2025, to Monday January 12, 2026.

Requests for sick leave are sent to the Office of Human Resources (OHR) Occupational Medical Services (OMS) SLB Administrator. In accordance with this Policy and Procedures, the SLB Administrator reviews applications for sick leave and determines whether SLB shall be granted to the member, and, if so, how much leave. The SLB process is intended to give fair consideration to each request; however, the burden of complying with the SLB's procedures and providing sufficient medical documentation resides entirely with the SLB member.

Denials of requests for sick leave by the SLB Administrator may appeal to the Joint SLB Committee in accordance with Section V.B. of the Procedures. All SLB Committee decisions are final and are not subject to appeal or any grievance procedure.

Members must repay granted SLB leave to the SLB when the member has not used all or part of the leave that was allocated to the member.

# **MONTGOMERY COUNTY GOVERNMENT and UFCW LOCAL 1994**

## **SICK LEAVE BANK (SLB)**

### **PROCEDURES**

#### **I. General Provisions**

- A. The intent of the SLB is to provide continued salary to FMLA eligible members who have a qualifying illness that is incapacitating to the point where one cannot perform his/her work duties during regularly scheduled workdays. The FMLA eligibility requirement will not apply for those members who would not have worked the required number of hours to be eligible for FMLA where their FMLA was exhausted in the previous year and or newly merit status members. If the Member Medical Examiner (EME) determines that member is able to work in a light duty capacity, the member must be available to work such an assignment when one is available.
- B. Members' contributions of sick leave become the property of the SLB. A contribution made in error will be returned to the member.
- C. A SLB member must exhaust all sick, annual and compensatory (comp) time to access the SLB. However, if FMLA applies, then comp leave does not have to be exhausted.
- D. SLB use is only for a member's own qualifying illness or that of the member's spouse, \*domestic partner, child, or parent.
- E. The Sick Leave Bank Parental Leave program was replaced by the County's Paid Parental Leave established under *Bill No. 10-22*.
- F. It is the responsibility of the Member to be aware of these Procedures.
- G. It is the responsibility of the members to provide sufficient and acceptable documentation to the SLB Administrator and as necessary, the Committee.
- H. All SLB-related forms are available at:  
<http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html#1>.
- I. A member who is on SLB leave continues to earn leave during the period of absence at the same rate as if the member were not using SLB leave. Earned leave will be used each pay period as the member must maintain a zero balance of sick, annual, and comp leave.

## **II. Definitions**

- A. Sick Leave Bank ("SLB") - The MCG/MCGEO Sick Leave Bank.
- B. The County or MCG - Montgomery County Government.
- C. SLB Administrator – The County-assigned person who is responsible for the initial review of an member's request for SLB leave and who makes the initial determination whether the request will be approved or denied.
- D. Member - A MCGEO bargaining unit member who has qualified to be a participant in the SLB Bank by contributing to the SLB and remaining in good standing in accordance with these Procedures.
- E. SLB Leave - Leave contained in the MCG/MCGEO Sick Leave Bank.
- F. SLB Committee - The Joint MCG/MCGEO Sick Leave Bank Committee that oversees and governs the SLB Bank.
- G. Opt Out Period – The only period, other than when an member obtains merit status, during which an member may opt out of the SLB.

## **III. Enrollment Process and Contributions**

- A. To be eligible to participate in the SLB, a member must be a member of the MCGEO bargaining unit. New members become eligible for the SLB upon achieving merit status. (Hours will not be deducted for new merit members in the month of December.)
- B. The initial leave contribution required for a member to SLB is ten (10) hours. This contribution may only be sick leave hours.
- C. Each year the opt out period for the SLB shall begin between mid-November and early December or within thirty (30) calendar days of achieving merit status.
- D. To stay in good standing in the SLB, a member must contribute ten (10) hours of sick leave at the beginning of each leave year.
- E. Part-time members are eligible to participate in the SLB at a pro-rated contribution rate based on their budgeted hours worked.

#### IV. Requesting SLB Leave

- A. Requests for SLB leave must be submitted to the OHR OMS SLB Administrator who will make the initial determination on the request. The Member Medical Examiner (EME) will be consulted as needed. The EME may refer an member to another health care provider for an independent medical evaluation as necessary. A denial of a request may be appealed in accordance with Section V.B.
- B. Members must exhaust all annual, sick, personal, and compensatory leave to access the SLB leave. However, SLB hours can be used prior to exhausting compensatory time when FMLA is being used. Once the member exhausts his/her FMLA leave, the compensatory time must be exhausted before additional hours may be available from the SLB. Requests submitted prior to a member exhausting all above leave will be processed the pay period before the SLB leave is needed.
- C. To receive sick leave from the SLB the member is responsible for obtaining and submitting a completed SLB Request and Medical Certification. The anticipated date of the member's return to work must be a specific date. The SLB request will be denied if anything other than a date is used. For example, "unknown", "indefinite", "unable to determine", and other similar statements will cause the request to be denied. The SLB Request Form and the Medical Certification forms can be found at:  
<http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html#1>.
- D. A member may request SLB for personal qualifying illness or if the member is the primary caretaker for the member's spouse, \*domestic partner, child, or parents who has a qualifying health condition.
- E. Additional documentation and/or medical consultation with the members Healthcare Provider (HCP) may be required by the OHR Sick Leave Bank Administrator or Member Medical Examiner (EME) at any time while the member is using Sick Leave Bank hours.
- F. If an extension of the members' original request is needed, additional documentation is required from the members' healthcare provider. This must include a medical narrative as to the reason for the extension and an updated return date.
- G. A qualifying illness must result in a member being unable to work for more than seven (7) consecutive calendar days for the absence to be covered by the SLB.
- H. The maximum SLB leave that may be provided each leave year to a member is sixteen (16) weeks (or 640 hours based upon a 40-hour workweek). The maximum SLB that may be provided for a member to care for a member's spouse, \*domestic partner, child, or parent is 120 hours. The SLB Committee may, in extenuating circumstances, grant additional SLB hours beyond the stated limits, but not to exceed an additional 160 hours for the members own medical condition and 80 hours for a qualifying family member listed in **I.D.** of this policy.

- I. A member who received the maximum allowable hours of SLB leave in the preceding leave year will be subject to a reduced SLB hour eligibility limit for the subsequent leave year. Members who have reached the maximum SLB usage during both the 2024 SLB year and the 2025 SLB year shall qualify for 4 weeks (or 160 hours based upon a 40-hour workweek) in the 2026 SLB year. Members who have reached the maximum SLB usage during the 2025 SLB shall qualify for 8 weeks (or 320 hours based upon a 40-hour workweek) in the 2026 SLB year.
- J. Any SLB leave that is granted to the member that is more than the actual leave used by the member shall be returned to the SLB.
- K. Requests for SLB leave involving surgery or procedures that are cosmetic shall not be granted. Reconstructive surgery will be considered.
- L. A member requesting Sick Leave Bank days for Behavioral Health related conditions must be under the care of a Licensed Behavioral Health Specialist and involved in an active treatment plan.
- M. The SLB is intended for use by members who are expected to return to work. SLB hours cannot be used after the member's doctor and or the County's EME determine that the member is unable to return to work status at the County in their current occupation or any occupation. Those members in a 105-day Priority Consideration status must be actively seeking county employment to be eligible for receiving SLB hours members who intend to retire or resign within 3 months of their request will not qualify.
- N. SLB members may utilize SLB intermittently for medically necessary follow-up doctor's appointment resulting from a verified illness or disability. SLB members who wish to utilize intermittent SLB hours due to a qualifying medical condition must:
  - 1. Meet the seven (7) consecutive calendar days absence away from work requirement in IV. F. of this policy.
  - 2. Exhaust all annual, sick, and comp leave (if FMLA applies, then comp leave does not have to be exhausted).
  - 3. Have prior approved SLB hours in a block of hours for the same medical condition.
  - 4. Submit medical certification that specifies the frequency, duration, and use of the intermittent SLB hours.
- O. Intermittent SLB hours cannot be utilized for routine doctor's visits or follow-up appointments that are not directly related to the medical condition identified in the initial SLB Request Form and Medical Certification.
- P. Members may not use SLB while they are earning or receiving income from secondary employment. Members also may not draw on the Sick Leave Bank while also receiving income from Worker's Compensation and/or an employer sponsored disability insurance plan.

- Q. If at any time a member is found to have violated any of the requirements for membership or misused or misrepresented information to obtain SLB hours, the member's membership will be revoked, and the member will be required to compensate the SLB for time used.
- R. Requests for sick leave bank must be submitted no later than 30-days after start date of the need for SLB hours. Requests received later 30 days when no extraordinary circumstances are found will not be eligible.

## **V. Administration of the SLB**

- A. The MCG/MCGEO SLB Committee shall consist of three representatives appointed by MCGEO and three representatives appointed by MCG. The Committee shall meet as necessary, but no less than once per calendar quarter, to administer the SLB. Committee decisions shall be determined by consensus.
- B. The Committee reserves the right to review and act upon all requests pertaining to the SLB. Denials of requests for SLB leave may be appealed by the member to the Committee using the SLB Appeal Form. The SLB Procedures provides that the joint SLB Committee reserves the right to review and act upon all requests pertaining to the SLB. The following are the appeal procedures:
  - 1. A member must file a Sick Leave Bank Appeal Form (form) with the Committee within fourteen (14) calendar days of receiving a SLB denial notice from the SLB Administrator.
  - 2. The form can be found on the OHR OMS website at:  
<http://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html#1>.
  - 3. Print the form and complete it in its entirety. The form requires the member to write a brief statement explaining the reasons why this appeal should be approved.
  - 4. An incomplete form will be returned to the member and will cause a delay in processing the appeal. The SLB Committee may request additional clarifying information from either the member or OMS. The SLB Committee may extend the time for the member to resubmit a completed form up to seven (7) additional calendar days from the date received.
  - 5. The member should include supporting medical documentation with the appeal form.
  - 6. The appeal form and any supporting documentation must be sent to:

SLB Committee  
Montgomery County Government  
OHR OMS  
27 Courthouse Square, #180  
Rockville, MD 20850  
**OR** fax to 240-777-5186  
**OR** scan and email to [mcgeoslb@montgomerycountymd.gov](mailto:mcgeoslb@montgomerycountymd.gov)

7. SLB committee decision shall be by consensus. The Committee will notify the member, in writing, of its decision (approved or denied) within seven (7) calendar days of the date the Committee received the completed form and documentation. Appeals for additional SLB leave will not exceed an additional 160 hours of the maximum allotted hours, 80 hours for a qualifying family member listed in I.D. of this policy.
  8. If the Committee approves the appeal, leave will be retroactively applied to the date the SLB member has reached leave without pay status.
  9. The Committee's decision is binding and is not subject to any grievance procedure.
  10. Questions and inquiries regarding the SLB can be sent to: [mcgeoslb@montgomerycountymd.gov](mailto:mcgeoslb@montgomerycountymd.gov) or you can call the SLB at 240-777-5137.
- C. The Committee reserves the right to make a special assessment of up to **ten (10) hours**, one time each year, in the event that the SLB balance drops below **4,000 hours**. If a member does not have sufficient accrued sick leave at the time of the special assessment, the sick leave will be deducted from the subsequent pay period(s). Members with less than 6 months service will not be included in the 2nd assessment when applicable. Part-time members will be assessed at prorated rate based on their budgeted hours worked.
- D. In the event the SLB balance has a surplus of hours at the end of each leave year, the balance will carry over to the following leave year.
- E. Tracking contributions and SLB usage shall be done by the SLB Administrator with oversight by the Committee.
- F. The Committee shall be responsible for the County and MCGEO for the proper administration of the SLB and occasional reports on the status of the SLB.
- G. All parties to the SLB are required to operate in good faith and to protect the integrity of the SLB program.

\*See Montgomery County Bill 16-16, Personnel – Benefits for Domestic Partner of Member Repeal for additional information on domestic partnership eligibility.