



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

SICK LEAVE BANK (SLB) FAQ'S

1. Who is eligible to participate in the SLB?

All merit status MCGEO members are eligible to participate in the SLB. This is a cooperative effort of the UFCW Local 1994, Municipal and County Government Employees Organization (MCGEO) and the Montgomery County Government (MCG).

2. Will the sick leave donor program remain in effect for MCGEO members?

No, the sick leave donor program has been replaced by the SLB per Article 15.7 of the MCGEO/MCG collective bargaining agreement. The SLB is the only source of additional sick leave once all your paid leave is exhausted.

3. Can non-MCGEO members donate sick leave to MCGEO members?

Donations of sick leave from a non-MCGEO member to a MCGEO member are not allowed.

4. Can I donate sick leave to others that are not members of MCGEO?

No, the sick leave donation program no longer exists. A MCGEO member cannot donate sick leave to anyone.

5. Do I need to repay approved SLB leave?

No. SLB members do not have to repay SLB hours. However, if the hours were approved based on false medical documentation, the member will be required to repay all used SLB hours.

6. Can I appeal a decision made by the SLB Administrator?

Yes, you may appeal a decision to the MCG/MCGEO Joint SLB Committee (Committee). SLB Committee decisions are final and are not subject to grievance procedures. The SLB Appeal form is located on the OHR OMS website:

<http://www.montgomerycountymd.gov/ohr/oms/oms.html>

7. My sister-in-law is ill; can I receive leave from the SLB to care for her?

No, leave from the SLB **only** covers the member's own qualifying illness, or that of the member's spouse, domestic partner, child, or parent.

8. Can I receive SLB hours for my covered/qualified family member?

SLB members can receive up to 120 hours from the SLB for their covered/qualified family members.

9. I missed the opt out period; can I submit a SLB opt out form now?

No. You may opt out of the SLB only during the annual opt out period. Please refer to the opt out form for the specific opt out period.

10. What is the member's responsibility in complying with the SLB's policy and procedures?

The member is responsible for providing sufficient medical documentation.

11. I still have comp leave on the books; can I apply for sick leave from the bank?

Yes, **only** when the SLB leave is used in conjunction with FMLA. Annual, sick, compensatory, and personal leave must first be exhausted in order to access the SLB leave if not used with FMLA.

12. Where can I find SLB forms?

All SLB-related forms are available at the OHR OMS website. <http://www.montgomerycountymd.gov/ohr/oms/oms.html>

13. Can part-time members participate in the SLB?

Yes, part-time merit status members are eligible to participate. Temporary MCGEO members are not eligible for the SLB.

14. How many hours do I have to contribute to become a SLB member?

Eight (8) hours of sick leave are required as the initial assessment to participate in the SLB. Contributed hours for part time members are prorated based on their budgeted hours. If a member does not have enough sick leave to cover the required contribution, the sick leave will be deducted from subsequent pay periods. The SLB Committee reserves the right to make a special assessment of eight (8) hours, one time each leave year, in the event that the SLB balance drops below 1,000 hours. If an employee does not have sufficient accrued sick leave at the time of the special assessment, the sick leave will be deducted from the subsequent pay periods.

15. When should I turn in my request for SLB leave for processing and approval?

When a SLB member knows they will need continued paid leave due to a qualifying medical condition, all SLB requests should be turned in as soon as possible **prior** to the need for SLB hours. To avoid delay in processing, please be sure all required forms are turned in signed and completed in their entirety.

16. What pay code will I use for the MCGEO SLB in Mctime?

New pay codes have been created and are set-up in Mctime for MCGEO SLB.

Mctime (Kronos) Pay Code	Police TeleStaff Code
MCGEO Sick Leave Bank	SLB
MCGEO Sick Leave Bank - FMLA	SLBFML
MCGEO Sick Leave Bank – Parental	SLBP

17. Where can I find out more information on getting sick leave from the SLB?

You may contact the SLB Administrator at 240-777-5137 or send an email to: mcgeoslb@montgomerycountymd.gov

18. Members can obtain information from the OHR OMS website:

<http://www.montgomerycountymd.gov/ohr/oms/oms.html>.