



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



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 2022, 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. You are now able to **opt-out online** by using your County User ID and password to access the opt-out form electronically. (See enclosed instructions)
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: www.montgomerycountymd.gov/HR/OccupationalMedicalServices/MedicalLeave.html
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.



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**SICK LEAVE BANK (SLB) OPT OUT FORM
2022 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 SLB Opt Out period **December 3, 2021 through January 3, 2022**, I will be a member during the 2022 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.**

C H E C K O N E

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 2022 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 2022 leave year.**

Member's Signature
Today's Date

SUBMIT ONLINE OR PRINT THIS FORM FOR YOUR RECORDS THEN SEND IT TO:

MCG/MCGEO SLB
 OHR Occupational Medical Services
 27 Courthouse Square, Suite 184
 Rockville, MD 20850

OR

Fax to 240-777-5186

Scan and email to:

mcgeoslb@montgomerycountymd.gov