



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Employees' Sick Leave Bank (SLB)

Membership Application

Employee's Name – Please print _____ Union Local # _____
 Non-Union

Employee ID Number _____ Hire Date _____

Check the appropriate box.

Enrollment	Employment Status
<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Full-time
<input type="checkbox"/> Disenrollment	<input type="checkbox"/> Part-time

Only career employees are eligible for membership in the Employees' Sick Leave Bank (SLB). Full-time employees contribute 8 hours of sick leave while part-time employees contribute 4.0 hours of sick leave. Only sick leave will be deducted unless sick leave is exhausted. Leave cannot be returned once the election has been received and credited to the SLB. Bargaining unit members of the Montgomery County Government Employees Organization (MCGEO) Local 1994 may not simultaneously participate in both the SLB and the Sick Leave Donor Program. Members of the Fraternal Order of Police Union (FOP) are not eligible for the SLB.

Eligible career employees may join the SLB within 45 days of attaining career status or during any annual open enrollment period following attainment of career status. Appointed employees may join the SLB within 45 days of date of hire. New employees may not participate in the SLB while they are on probation. First-time members and members rejoining the Bank must satisfy a six-month waiting period before leave can be approved. Employees that continue to participate may request leave from the SLB immediately.

After first attaining career status (successful completion of probationary status): Enrollment is effective the 1st of the month following receipt of the form. Leave will be collected from new members within 30 days of receipt of the form in the Health & Benefits Office.

Open enrollment: For employees who join the bank during open enrollment or remain in the SLB from the previous year, leave is targeted for collection during the first quarter of the year.

If the employee does not have 8 hours of sick leave, but has 8 hours of annual leave available, the Commission may substitute up to 8 hours of annual leave. For example, suppose only 6 hours of sick leave are available as of the last full payroll period in December. If annual leave is available, the employee authorizes 6 hours of sick and 2 hours of annual leave to be used to complete the membership requirements. An employee must comply with this requirement in order to be a member of the SLB.

Use of the Sick Leave Bank plan benefit is at 75% of (6 hours of an eight hour day and 7.5 hours for a 10 hour day) the employees daily expected work schedule. See Employees Sick Leave Bank Administrative Procedures (No. 99-05) for further explanation of SLB procedures.

Signature _____ Date _____ (Keep second copy for your records)

HEALTH & BENEFITS ONLY	DATE	INITIALS
Received		
HRIS		
Effective Date		
Verified		

RETURN THIS FORM TO: **M-NCPPC** **OR Email to Benefits@mncppc.org**
Health & Benefits Office Suite 404 **Fax to 301-454-1687**
6611 Kenilworth Avenue
Riverdale, MD 20737