



# 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"/> Cancel enrollment	<input type="checkbox"/> Part-time

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 participate on a continuous basis may request leave from the SLB immediately.

Full-time employees contribute 8 hours of sick leave while part-time employees contribute 4 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.

After first attaining career status (successful completion of probationary status): Enrollment is effective the 1<sup>st</sup> of the month following receipt of the form. Leave will be collected from new members within 30 days of receipt of the enrollment 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 to be a member of the SLB.

The Sick Leave Bank benefit is 80% of salary. See 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  
Health & Benefits Office Suite 404  
6611 Kenilworth Avenue  
Riverdale, MD 20737**

**OR Email to [Benefits@mncppc.org](mailto:Benefits@mncppc.org)  
Fax to 301-454-1687**