



Important: Please Read

Dear Sick Leave Bank Applicant,

In order to process your Sick Leave Bank application, we **must** have your **first day of absence** and the **date your own available sick leave expires** (your available sick leave is noted on your e-pay stub). Keep in mind that the first nine (9) days of any absence cannot be covered by the Sick Leave Bank.

The Sick Leave Bank requires submission of forms in an online manner. You will fill out the [Request Form](#) which requires you to upload your physician's statement.

Please note, MCPS currently blocks these links/forms. We recommend that you use a non-MCPS computer or equipment (phone or tablet).

To qualify for Sick Leave Bank benefits, the ERSC must have received and processed MCPS Forms 430-1 and 440-35 by close of business on the Friday before the Sick Leave Bank meeting.

For personal illness leave due to maternity:

The Sick Leave Bank request form and physician's statement should be sent in within 30 days **after** you deliver since the grant cannot be processed until you know your delivery date, type of delivery, first day of absence, and the date your own **available** sick leave expires. If you deliver via C-section, we must have written verification of the type of delivery after you deliver.

In addition, make sure your timekeeper codes your absence as CCP (Child Care with Pay).

If you have any questions, please contact the Sick Leave Bank at slb@mceanea.org or by telephone (301/294-6232).