

# **MCEA's Family Medical Crisis Leave Bank (FMCLB)**

The MCEA Family Medical Crisis Leave Bank (FMCLB) allows employees who have exhausted all available leave to assist immediate family members during serious illness/injury. The Bank is available for members to receive additional leave once their accumulated sick leave, personal leave, annual leave, and any paid leave available to them has been exhausted.

This Bank is different from the MCEA Sick Leave Bank which can be used only for the member's personal illness. As of 2013, all new hires are automatically enrolled in the MCEA Sick Leave Bank unless they choose to opt out. There is **no** automatic enrollment in the FMCLB.

The FMCLB is intended solely for situations that are catastrophic and life-threatening to members of the immediate family and that require a unit member to be temporarily absent from his/her assignment.

## **ENROLLMENT (please review all the information below)**

You must enroll in MCEA's FMCLB and donate one day of sick leave upon enrollment to have access to benefits.

***If you already enrolled in MCEA's FMCLB, you do not need to enroll again.*** If you want to confirm your status in MCEA's FMCLB or you are unsure about your enrollment, visit the MCPS [Employee Self-Service website](#). Click on the "My Leave Balance" link and log into your account using your MCPS user ID and password. You are a member of the MCEA FMCLB if you see a tab on the top of your leave balance screen with the title "Family Medical Crisis Leave Bank." If you do not see a tab on the top of the screen with the title "Family Medical Crisis Leave Bank," then you are not currently a member of MCEA's FMCLB.

The [FMCLB Memorandum of Agreement](#) details the rules and procedures. **To enroll into the FMCLB, please fill out [the online application HERE](#).** Please note, we have transitioned the enrollment process to an online-only format. You will receive an e-mail confirming the receipt of your enrollment form.

## **BENEFITS**

A FMCLB member may receive a maximum of 30 days of leave during any rolling three-year period. There is a six (6) month waiting period after joining the Bank before being eligible to apply for benefits.

Feel free to e-mail the Sick Leave Bank at [slb@mceanea.org](mailto:slb@mceanea.org) if you have any questions about this benefit.

**The deadline for enrollment is November 20, 2023.**