Montgomery County Education Association

12 Taft Court | Rockville, MD 20850 | Telephone: 301-294-6232 | www.mceanea.org

Improving the Quality of Teaching and Learning. ***It's Union Work!***

SICK LEAVE BANK APPLICATION PROCESS

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

2. Applicant must read over the SLB Rules and Important Dates before applying.

3. Completed Sick Leave Bank Physician's Statement must be uploaded to the completed SLB Request Form by 5:00pm on the Wednesday prior to the SLB Committee Meeting.
    a. MCPS currently blocks these links/forms. We recommend that you use a non-MCPS computer or equipment (phone or tablet).
    b. These forms must be submitted online via the SLB Request Form and will not be accepted via fax or email.
    c. The date your own available sick leave expires is noted on your e-pay stub.
    d. Your Sick Leave Bank Physician's Statement must be completed in its entirety, or your application will be denied.
    e. After submitting your SLB Request Form, you will receive an email with a copy of your answers and the documents that you uploaded. This is your application submission confirmation.

4. Your grant decision will be emailed to you typically within 48 hours from when the SLB Committee meets to review your application.

FOR PERSONAL ILLNESS LEAVE DUE TO MATERNITY

The SLB Request Form and Sick Leave Bank Physician's Statement should be sent in within 30 days **AFTER** the date of delivery.

Verification of C-section must be provided after delivery.

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.