



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## Employees' Sick Leave Bank (SLB)

### Membership Application

\_\_\_\_\_  
Employee's Name – Please print  Union  
 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 Merit System and Appointed employees may join the SLB within 60 calendar days of hire or during any annual open enrollment period. 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.

Within 60 calendar days of hire: 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. If you do not enroll within 60 days of hire, you cannot enroll until the next open enrollment period.

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 following year.

If the employee does not have 8 hours of sick leave, annual leave may be substituted. For example, if only 6 hours of sick leave are available and 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

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**