

## INTRODUCTION

The MCAAP Sick Leave Bank is a cooperative effort of MCPS and MCAAP representing the joint unit members of both the Montgomery County Association of Administrators and Principals (MCAAP) and the Montgomery County Business and Operations Administrators (MCBOA). The Bank, which has been in operation since 1982, is designed to assure those in need during a sustained serious illness or disability that paid leave may be available once their own sick leave has been exhausted. A qualifying illness or medical procedure must be medically necessary as determined by the employee's health insurance plan and which is incapacitating to the point where the employee cannot perform the duties during regularly scheduled duty days.

The resource of leave comes from initial and continuing contributions of personal sick leave donated by members of the Bank. The MCAAP Sick Leave Bank Committee reviews all requests for grants, reviews appropriate medical evidence, and dispenses sick leave allocations from the Bank. If a member does not use

the full allocation, the remaining leave returns to the Bank. In effect, the Bank operates much like short-term disability insurance.

## ENROLLMENT

All administrators and supervisors who are unit members of MCAAP and MCBOA are eligible to belong to the MCAAP Sick Leave Bank.

- MCPS employees who are members of the MCEA, SEIU Local 500, or Excluded Banks are eligible to transfer to the MCAAP Bank upon becoming an eligible MCAAP/MCBOA unit member. This transfer is normally done automatically upon movement into the MCAAP unit; however, if this does not occur, please contact MCAAP.
- Effective July 1, 2017, all new unit members from either inside or outside MCPS are automatically enrolled in the MCAAP Sick Leave Bank.
- There is a waiting period of six months from enrollment before a new Bank member qualifies to receive a grant. To qualify for a grant, transferring members need to have been a member of a Bank for at least six months and have not used the previous Bank in the prior six months to qualify for a grant.
- Once enrolled, membership in the Bank is automatic and annual membership continues from year to year. Contributions are made on or about July 1.

## DISENROLLMENT/OPT OUT

Members are permitted to stop or disenroll from membership in the Sick Leave Bank by using the *Sick Leave Bank Opt Out Form* which is available from MCAAP. Please read the form carefully.

- Regular members who enrolled previously may submit the completed form 30 days prior to July 1 of the new fiscal year. This will assure that the annual contribution is not transferred to the Sick Leave Bank.
- New members who are automatically enrolled or who transferred into the MCAAP Bank may decline membership in the MCAAP Sick Leave Bank by submitting the Opt Out Form within 30 days from the date of hire or transfer. Any donation to the Bank shall be reinstated into the member's sick leave balance as appropriate. After 30 days, the donation to the MCAAP Bank may not be returned.

## CONTRIBUTIONS

A new member to the Bank contributes two days (16 hours) of personal sick leave at the time the member joins the Bank. Each continuing or transferred member contributes one day (8 hours) to the Bank. The annual contribution is normally donated to the MCAAP Bank with the first pay period in the new fiscal year and is normally non-refundable unless an

Opt Out Form is submitted in a timely manner.

MCAAP, the Bank administrator, determines the contributions on an annual basis. Since its inception the rules for contributions have remained the same. Any future change in the contributions would be approved by MCAAP's Board of Directors with the consent of MCPS.

## GRANTS

The MCAAP Sick Leave Bank provides grants to Bank members whose applications and medical evidence are complete, all available personal sick leave is exhausted, and the illness/disability meets the Bank's definition of qualifying illness or a medically necessary procedure.

The forms for requesting a grant and the physician's statement are available from MCAAP. Normally forms are submitted prior to the exhaustion of personal sick leave. Members do not need to exhaust annual or personal leave to qualify for a grant.

A grant is made in allocations up to 30 work days. Members may request extensions with up to two additional

grants for a maximum of 90 days for any one fiscal year. There is a lifetime maximum allocation per member of 180 days. Intermittent leave and a modified work/leave status does not automatically disqualify the request for a Bank grant.

### BANK ADMINISTRATION

MCAAP administers the Bank in consultation with the Employee and Retiree Service Center (ERSC). MCAAP maintains all records and is the depository for all the forms related to the Bank. MCAAP and the MCAAP Sick Leave Bank Committee maintain confidentiality of requests and grants.

### CONTACT

For further information or to request any of the following forms, contact MCAAP at 301-762-8174 or via email at [MCAAP-Office@mcaapmd.org](mailto:MCAAP-Office@mcaapmd.org).

### MCAAP FORMS

- ◇ Sick Leave Bank Donation
- ◇ Sick Leave Bank Opt Out Form
- ◇ Request for Grant
- ◇ Physician's Statement

Forms are available from the office or on web at [www.mcaapmd.org](http://www.mcaapmd.org).



# JUST A REMINDER!

## MCAAP Sick leave Bank In a Nutshell



**301-762-8174**

### FREQUENTLY ASKED QUESTIONS

**Q: Can a Bank Member receive a grant for the birth of a child?**

**A:** A member is eligible to receive a grant of up to six to eight weeks based on the type of birth and as long as the other conditions are met—i.e. exhausted all of one's available personal sick leave. This leave is available to cover the recovery of the mother. Bank members are encouraged to call MCAAP for further information and a basic understanding of leave for child birth, adoption, and child care.

**A: Is there reciprocity with the MCEA, SEIU Local 500, or Excluded Sick Leave Banks?**

**A:** Yes, there is reciprocity with the other Banks and a member transfers automatically into the MCAAP Sick Leave Bank. Members only contribute to one bank per year. Call the office if there are additional questions.

**Q: Do I have to exhaust my annual leave or have a period without pay to be eligible for a grant?**

**A:** A member is required to exhaust all of his/her available personal sick leave. Neither annual leave or personal leave is required to be used first. Good planning should result in no interruption of pay.

**Q: Is there a waiting period to be eligible for a grant from the Bank?**

**A:** New members to the Bank must wait six months from enrollment to become eligible to request a grant from the Bank. Transfers must have been a member of the original bank for at least six months and have not used the bank in the prior six months.