

## **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.

Return the Sick Leave Bank Request Form and the Sick Leave Bank Physician's Statement to MCEA via Pony (write "MCEA" on the envelope), U.S. Mail, fax (301-309-9563), or scan and email to [mneal@mceanea.org](mailto:mneal@mceanea.org).

**Please do not send the MCEA forms to your work site or ERSC.**

To qualify for Sick Leave Bank benefits, the ERSC must have received and processed MCPS Forms 430-1 and 440-35 by noon on the day of 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 Mary Neal ([mneal@mceanea.org](mailto:mneal@mceanea.org)) or Kiwana Hall ([khall@mceanea.org](mailto:khall@mceanea.org)) at MCEA or by telephone (301/294-6232).

*The meeting dates and submission deadlines are listed on the back of this sheet. The Rules of Procedure are available online at [www.mceanea.org](http://www.mceanea.org) (look under "For Members"-> "Sick Leave Bank") or contact MCEA for a copy.*