



## Sick Leave Bank (SLB) Information for ALL Unions

The purpose of the Sick Leave Bank (SLB) is to provide the member with paid sick leave after their own leave has been exhausted. Eligibility, waiting periods, and approval times will vary depending on the Labor Union.

To Apply for Sick Leave Bank Membership and Grants – Please contact your respective Union:

❖ PGCEA	301-736-2700
❖ SEIU Local 400	301-403-0271
❖ ACE/AFSCME Local 2250	301-809-0472
❖ ASASP (Unit II/III)	301-925-7047
❖ Executives	301-952-6200

Approvals for SLB grants are generally made by a committee via employee's respective Labor Union. All grant requests must be submitted to the respective Union for approval. Absence Management reserves the right to deny grant approval with "good cause".

Once an employee is approved for a SLB grant, they must submit grant request forms to their respective Union every thirty (30) days to avoid a break in benefits and health insurance.

All employees returning from Medical leave because of their own medical condition must submit a **Certificate of Medical Release** ten (10) days prior to an approved leave ending. **An employee CANNOT return to work without this release.**