



Joint Sick Leave Bank and Exchange New Hire Enrollment

Participation in the Joint Sick Leave Bank and Exchange is on a voluntary basis. Joint Sick Leave Bank and Exchange benefits are available to all SMCPS employees who are eligible to earn leave and have an accrued leave balance (consisting of sick, personal or annual leave) of at least ten (10) days, with a minimum of five (5) days of accrued sick leave. Pre-allocated leave, acquired hours and compensatory time will not be considered for purposes of membership eligibility. **New employees may elect to enroll in the Joint Sick Leave Bank and Exchange within 30 calendar days of initial employment (if they have at least one day of sick leave to donate, regardless of their date of employment) or during the open enrollment held annually from August 15 – September 15.**

The purpose of the Joint Sick Leave Bank and Exchange is to allow continuation of salary and benefits for the employee. The Joint Sick Leave Bank and Exchange operates independently, and is not governed by and does not impact the employee's rights under the Family and Medical Leave Act (FMLA). The use of leave allocated under the Joint Sick Leave Bank and Exchange does not guarantee that an employee will maintain his or her position.

Employee Name _____ EIN _____

My signature below indicates that I have read the [Joint Sick Leave Bank and Exchange Operational Guidelines](#) and am hereby authorizing SMCPS to deduct one (1) day of sick leave from my balance of sick leave in order to enroll in the Joint Sick Leave Bank and Exchange.

Employee's Signature _____ Date _____

***Return this signed form to the Department of Human Resources
(hrd@smcps.org or fax to 301-475-4201)***

The Department of Human Resources will complete this section.

Employee Hire Date _____ Sick Leave Balance _____ As of (Date) _____

Approved by (HR Representative) _____ Date _____

Once approved, send completed form electronically to payroll@smcps.org.