

BALTIMORE CITY PUBLIC SCHOOLS

MEMO

To: All Employees eligible for Sick Bank – BTU, PSRP, CUB,
L44, PSASA and FOP

From: Payroll Office

Date: Monday, October 12, 2020

Re: Sick Leave Bank Enrollment for Unions - BTU, PSRP,
CUB, L44, PSASA, and FOP

All leave eligible employees who wish to maintain membership or join the Sick Leave Bank with their respective union must elect to participate during the enrollment period for the 2020-2021 school year.

The Enrollment period will be available **online** through Employee Self Service beginning, **Thursday, October 1, 2020** and ending **on the evening of Friday, October 16, 2020**.

- Employees will need to indicate their decision to join and contribute to the Sick Bank by checking the box under the link **SICK BANK ENROLLMENT**.
- Employees wishing to participate must contribute the hourly equivalent of a day of Sick Leave. If the employee's available sick leave balance drops below the required contribution amount prior to **October 17th**, the employee will no longer be eligible to participate in this program.
- Employees should print and retain a copy of the confirmation page for proof of election.

Note: This process does not affect "Sick Leave Conversion".

For any questions or concerns, please contact the Payroll Office at 443-642-3880 or payroll@bcps.k12.md.us.