

BALTIMORE CITY PUBLIC SCHOOLS

MEMO

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

From: Payroll Office

Date: Friday, October 20, 2023

Re: Sick Leave Bank Enrollment for Unions - BTU Teachers and PSRP chapters CUB, L44, FOP, and PSASA has been **EXTENDED**

The enrollment period has been extended to Wednesday evening, October 25, 2023. Each union was notified of the extension and are notifying their members.

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 2023-2024 school year.

The Enrollment period will be available **online** through Employee Self Service beginning, **Monday, October 9, 2023** and now ends **on the evening of Wednesday, October 25, 2023 at 11:59 p.m.**

- 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 26**, 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.