

# 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:** Thursday, October 23, 2025

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

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*The enrollment period has been extended to Tuesday evening, October 28, 2025. 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 2024-2025 school year.

The Enrollment period will be available **online** through Employee Self Service beginning, **Monday, October 13, 2025** and now ends **on the evening of Tuesday, October 28, 2025 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 29**, 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](mailto:payroll@bcps.k12.md.us).