



Frederick County Teachers Association

Justin Heid *President*
Dawn Lynch *Vice President*

Karl Kidd *Secretary*
Toni Border *Treasurer*

UniServ Directors
Joia Clevinger
Andrew Macluskie

FCTA/FCPS Sick Leave Bank Enrollment Form for New Hires

Starting with the 2025-2026 school year, all newly hired employees in the FCTA Unit will be automatically enrolled in the FCTA/FCPS Sick Leave Bank. By being automatically enrolled in the Sick Leave Bank, one of the ten (10) sick days provided to you will be donated to the Sick Leave Bank confirming your enrollment, making you eligible for the benefits of the Sick Leave Bank.

Benefits of the FCTA/FCPS Sick Leave Bank:

The Sick Leave Bank provides additional sick leave to contributors who have exhausted their accumulated sick leave due to prolonged, catastrophic, or incapacitating personal illness, injury, or quarantine, including recovery from childbirth. This benefit helps ensure that employees can return to active status without financial hardship or loss of benefits.

Opt-Out Declaration:

I, the undersigned, hereby declare my intention to opt out of the FCTA/FCPS Sick Leave Bank. I understand that by submitting this opt out form, I will not have access to the benefits of the sick leave bank unless I join during a future enrollment period. Further, I understand that failure to submit this opt-out form by **September 15, 2025**, will result in one day of my sick leave being donated to the Sick Leave Bank and my automatic enrollment in the program.

Employee Information:

Name: _____

Employee ID: _____ **School:** _____

Signature: _____ **Date:** _____

Opt-out forms must be received at the FCTA Office no later than 5 PM on September 15, 2025. Forms may be sent via courier, USPS, email, or fax – 301-662-9205.

Those who have opted out or had not joined prior to July 1, 2025, must submit a Sick Leave Bank enrollment form to the FCTA Office no later than 5 PM September 15, 2025. Enrollment forms are available at MyFCTA.org.

The complete Rules and Procedures of the FCTA/FCPS Sick Leave Bank can be found online at myfcta.org/committees/sick-leave-bank/