

TABCO Sick Leave Bank

How does it benefit you?

Since its inception, the TABCO Sick Leave Bank has provided benefits to many employees who have exhausted their own personal sick leave. ***The bank allows employees access to additional days of sick leave for catastrophic personal illness, injury or quarantine as needed prior to their return to work.*** The days are donated by fellow employees, providing income when needed most.

How is it managed?

There are three TABCO members who make up the Sick Leave Bank committee. They are selected by the Association. Their role is to receive requests, verify the validity of requests, and approve or deny requests and communicate the decision to the member and the Department of Benefits/Risk Management.

A portion of TABCO membership dues pays for the services provided by the Sick Leave Bank. Additionally, hundreds of hours are spent by the teacher volunteers serving on the TSLB Committee. TABCO provides staff to process claims on the bank and to handle the questions asked by members about the bank.

What are the limits on usage?

One year for full-time employees. Usage for part-time employees shall be pro-rated in accordance with Article 16.13 of the Master Agreement. All usage prior to 1999 will be counted towards the total.

How do I enroll?

Complete an enrollment form during the open enrollment period from July 1 through September 30. ***Enrollments must be received by September 30 at 5:00 p.m. or postmarked no later than September 30. In the event September 30 falls on a weekend, applications will be accepted until 5:00 p.m. on the first business day, or if they are postmarked no later than the first business day following September 30.*** Once an application is received, a verification will be sent to the member within ten (10) days.

How do I file a claim?

Call the TABCO office for a claim form at least a week before your last two-week pay period, or when your sick leave is exhausted or as soon as you know your illness will last beyond your accumulated sick leave. Send the completed form to TABCO.

What if my disability lasts beyond my Sick Leave Bank benefits?

Members of TABCO can contact Employee Security, Inc. to subscribe to the TABCO Income Protection Plan (TIP) which will protect you after your sick leave bank benefits are exhausted. This program is a convenient, low-cost way to provide for your expenses when you are unable to work because of accident or illness.

Employee Security, Inc.

410-997-3300 or 800-638-1134.

Request your TIP application and begin protecting your income today.



Sick Leave Bank

Another benefit of TABCO membership; help when you need it most.



TABCO
305 E. Joppa Rd.
Towson, MD 21286
Office—410-828-6403
Fax—410-337-7081

www.tabco.org

TABCO SICK LEAVE BANK ENROLLMENT FORM

I wish to enroll in the TABCO Sick Leave Bank:

Name (Please print) _____

Home Address _____

City _____

State _____

Zip _____

() Home Phone _____

School _____

Position _____

Hire Date _____

Social Security # _____

YES NO

TABCO Member?

Signature _____

Date _____

To join the TABCO Sick Leave Bank, complete this enrollment form and return to the TABCO office via US mail. The open enrollment period is from July 1 through September 30 each year. Enrollments must be received by September 30 at 5:00 p.m. or postmarked no later than September 30. In the event September 30 falls on a weekend, applications will be accepted until 5:00 p.m. on the first business day, or if they are postmarked no later than the first business day following September 30.

This brochure is intended as an overview of the TABCO Sick Leave Bank. Additional information can be found in Article 12.17 of the Master Agreement and in the Rules & Procedures of the Sick Leave Bank. A copy of the Rules and Procedures is available from TABCO upon request.



Does it cost anything to enroll?

Each full-time employee joining the sick leave bank for the first time will contribute some of their accumulated sick leave at the rate specified in the Master Agreement. If you have:

- 0-120 days** of accumulated sick leave — 1.5 days contribution
- 121-180 days** of accumulated sick leave — 1 day contribution
- 181 or more days** of accumulated sick leave — .5 day contribution

- Employees returning from leave will be permitted to contribute to the bank on approval of the committee.
- New employees will be eligible to join during their second school year of employment.

Contributions for part-time employees will be pro-rated in accordance with Article 16.13 of the Master Agreement.

Subsequent assessments for members in the bank are determined jointly by the TABCO Board of Directors and the Superintendent, based on the recommendation of the TSLB Committee.



Membership Application for TABCO/ MSEA/NEA



2009-2010 maximum dues: \$31.10 per pay

PRINT →

→ FULL TIME PART TIME

FIRST NAME ↑ MIDDLE INITIAL ↑ LAST NAME ↑ DATE OF BIRTH CHECK ONE ↑

SOCIAL SECURITY NUMBER ETHNICITY HOME PHONE HOME E-MAIL ADDRESS

SCHOOL OR WORKSITE POSITION SUBJECT WORK E-MAIL ADDRESS

HOME ADDRESS APT. # CITY STATE & ZIP CODE

Check your salary level (for dues computation): More than \$36,673 \$18,336 TO \$36,673 Less than \$18,336

PAYROLL DEDUCTION AUTHORIZATION: I hereby authorize continuing deduction of dues in the sum determined by the Teachers Association of Baltimore County (TABCO), the Maryland State Education Association (MSEA), and the National Education Association (NEA), each year, unless I revoke this authorization in writing to TABCO by such time as designated in the TABCO/BCPS Master Agreement. In case of my resignation or termination, the board of education shall deduct the balance of my yearly dues from my final check as outlined in the TABCO/BCPS Master Agreement. DATE _____ SIGNATURE _____ (RETURN TO YOUR TABCO REP. OR TO TABCO VIA SCHOOL MAIL)