

**Frederick County Teachers Association**  
**1 Worman's Mill Court, Suite 16**  
**Frederick, Maryland 21701**  
**301-662-9077**

**FCTA**  
**2017-2018 SICK LEAVE BANK**  
**MEMBERSHIP FORM**

The Sick Leave Bank for professional staff is sponsored by the Frederick County Teachers Association and administered by Frederick County Public Schools. Its purpose is to provide sick leave to contributors to the bank after their accumulated sick leave has been exhausted.

New staff may join the bank within thirty (30) days of employment by completing this form and donating one day of personal sick leave to the bank. **Non-FCTA members shall be charged an administrative fee of \$200 for each sick leave bank request processed.**  
 Agency Fee payers will not be assessed an administrative fee.

Briefly, some of the requirements for using the sick leave bank are:

1. The staff member's accumulated sick leave must be exhausted.
2. The illness/injury must be prolonged, catastrophic, incapacitating and personal.
3. The Sick Leave Bank Request Form must be completed by the patient and physician and submitted to FCTA.
4. The maximum number of days that may be granted is based on your membership date in the Sick Leave Bank.

A complete set of rules and procedures is available from the Frederick County Teachers Association website at [www.myfcta.org](http://www.myfcta.org) or you may contact Nicola van Kuilenburg at 301-662-9077.

**INSTRUCTIONS:**

Complete and return to Frederick County Teachers Association, 1 Worman's Mill Court, Suite 16, Frederick, MD. **All applications must be submitted before October 1 or within thirty (30) days of employment.**

**PRINT OR TYPE**

Last Name:		First Name:		Middle Name:		Today's Date:	
Address:							
School/Department:				School Phone Number:			
Employee ID Number:				Home Phone Number:			
Position (Check One)							
<input type="checkbox"/>	10-month employee		<input type="checkbox"/>	11-month employee		<input type="checkbox"/>	12-month employee
Employment Status (Check One)							
<input type="checkbox"/>	New Employee:	Date Employed:					
<input type="checkbox"/>	Return from leave:	Type of Leave:		From:		To:	
<input type="checkbox"/>	Other:	Date Employed:					

**DONATION:**

As a Unit Member, I donate the required contribution to the Sick Leave Bank.

\_\_\_\_\_  
 Signature

**DO NOT COMPLETE – PAYROLL USE ONLY**

Donation Accepted:  Yes  No

If no, reason:

By: \_\_\_\_\_ FCTA Sick Leave Bank Chair Date: \_\_\_\_\_