The Sick Leave Bank for support staff is sponsored by the Frederick Association of School Support Employees (FASSE) and administrated 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 hires are automatically enrolled in the FASSE Sick Leave Bank. Employees hired prior to July 1, 2021, who wish to join the FASSE Sick Leave Bank will be considered a new enrollee. All new hires and new enrollees will make a one-time two (2) days contribution, and then will subsequently make a one (1) day contribution, annually.

All new members/new enrollees will be eligible to apply for a grant from the FASSE Sick Leave Bank after a wait period of 180 calendar days.

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 FASSE.
4. The maximum number of days will not exceed fifty (50) days in any fiscal year.

A complete set of rules and procedures is available from the Frederick Association of School Support Employees.

**INSTRUCTIONS:**

***Complete and return to the Human Resources Division/Benefits Office, 191 South East Street, Frederick, MD 21701 between July 1st and October 1st****.*

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**PRINT OR TYPE**

Today's Date

Employee ID #

Last Name

First Name

Middle Name

School/Department Phone Number

Home Phone Number

Position:

10-

Month Employee

11-

Month Employee

12-

Month Employee

Employment Status:

New Employee

Existing Employee

Date Employed:

 Address

School/Department

DONATION:

 As a member of the Sick Leave Bank, I donate the required contribution to the Bank.