BALTIMORE CITY
PUBLIC SCHOOLS

MEMO

To: **All Employees eligible for Sick Bank – BTU Teachers and PSRP chapters, CUB, L44, PSASA and FOP**

From: **Payroll Office**

Date: **Monday, October 19, 2026**

Re: **Sick Leave Bank Enrollment for Unions - BTU, PSRP, CUB, L44, PSASA, and FOP**

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 2026-2027 school year.

The Enrollment period will be available **online** through Employee Self Service beginning, **Thursday, October 22, 2026** and ending **on the evening of Friday, November 6, 2026.**

- Employees will need to indicate their decision to join and contribute to the Sick Bank by clicking the **Enrollments** tab located under the Profile section in the UKG timekeeping system. Then select **YES** in the **Sick Bank Donation dropdown** box and **SAVE.**
- 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 **November 7th**, 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". **Please refer to the UKG Quick reference guide for Sick Bank Enrollment for assistance on enrolling.**

For any questions or concerns, please contact the Payroll Office at 443-642-3880 or payroll@bcps.k12.md.us.