

SEIU Perfect Attendance: Frequently Asked Questions

1. Who is eligible for the perfect attendance option?

Any employee subject to the SEIU Local 500 Agreement with the Board of Education who worked the entire year (based on his/her work calendar, including work during the summer) and did not use any sick leave is eligible.

2. Is this option available to employees who are excluded from the SEIU unit?

Yes, this option is for anyone covered by the terms of the SEIU contract.

3. Can 12-month employees participate?

Yes.

4. What use of leave counts as sick leave?

Time reported as SCK (Sick), SNA (sick leave reported during summer work), IIF (Illness in Family), CCP (Child Care Paid), and CCN (Child Care Unpaid) all count as sick time. Please note: If you take unapproved leave and your absence is reported as “no pay” (NPR), you will not be eligible for perfect attendance cash out.

5. How does this work when people change jobs and have different work schedules and FTEs?

The attendance for the entire fiscal year will be considered. If an employee changed positions and started on the earliest possible date for the new position he/she will not be penalized.

6. Will an eligibility list be prepared?

Yes, the Employee and Retiree Service Center (ERSC) will prepare a list of potentially eligible employees and send a letter and e-mail to all employees who are on the list. Employees with questions should contact ERSC at 301-517-8100.

7. What happens to someone who terminates employment or retires during the period from June 30 through December 15 following the year in which the perfect attendance was achieved and so won't be paid during the pay period that covers winter break?

You must be employed in a permanent position by MCPS during the period immediately before winter break to take advantage of this option. Someone who has terminated employment has been paid for unused earned sick leave under the provisions of the contract. As a result, that person is not eligible for the perfect attendance benefit.

8. What happens to someone who was an SEIU member but is now an MCEA or MCAAP member?

You are eligible for this option but will be paid at your last SEIU pay rate.

9. How does perfect attendance affect my sick leave payout at the time I terminate or retire?

The sick leave payout is based on the total hours earned at the time of termination. Hours that are paid out in the perfect attendance program reduce your earned sick leave balance at the time they are paid. The payout rates remain as provided for in the contract: 25 or 30 percent, based on years of service.

10. If an employee starts after the beginning of the school year, can he/she participate?

No, the employee must have been employed for the full work year (work schedules vary by position).

11. How is the amount of leave that can be paid calculated?

Since the earned rates of leave vary as employees change FTE and positions, the amount of leave an employee may opt to receive is one third of the amount of leave he/she earned during the prior fiscal year, paid at the employee's regular pay rate for the pay period covering the winter break when the benefit is calculated. Please note question #7 above regarding individuals who leave the SEIU bargaining unit.

12. What is the process to apply for this payment?

ERSC will publish a form that includes a deadline in October and will notify individuals that they may be eligible to participate in this option. ERSC will verify the eligibility of those who opt to participate and make the payment during the pay period that includes winter break. If no leave is available due to subsequent use of leave, no payment will be made under this option and the employee will be notified.

13. What are the eligibility factors that will be verified?

ERSC will verify that the employee—

- was employed by MCPS for the full year,
- used no sick leave from July 1 through June 30,
- has available sick leave to be paid, and
- is in current active employment status.

14. Does using sick leave during work on a temporary summer job count toward my perfect attendance if I'm a 9- or 10-month employee?

Yes. Perfect attendance is paid to employees with perfect attendance who used no sick leave during the school year, which is defined as July 1 through June 30.

15. I am employed in multiple positions. Can I have perfect attendance on one job and not on another?

No. Leave is aggregated by employee, not by position. Use of sick leave on any position will disqualify the employee from this option.

16. Do the hours that are paid out under the perfect attendance program count towards retirement credit?

No. Hours paid will not count towards the employee's earned and unused sick leave balance at retirement. Employees need to consider the impact of exercising this option compared to continuing to build leave for retirement credit and payment at retirement/termination.

17. Do the hours paid under this option affect my perfect attendance for the year in which they are paid?

No. These hours do not count as sick leave used, so exercising this option will not impact an employee's ability to exercise the option in the next year.