

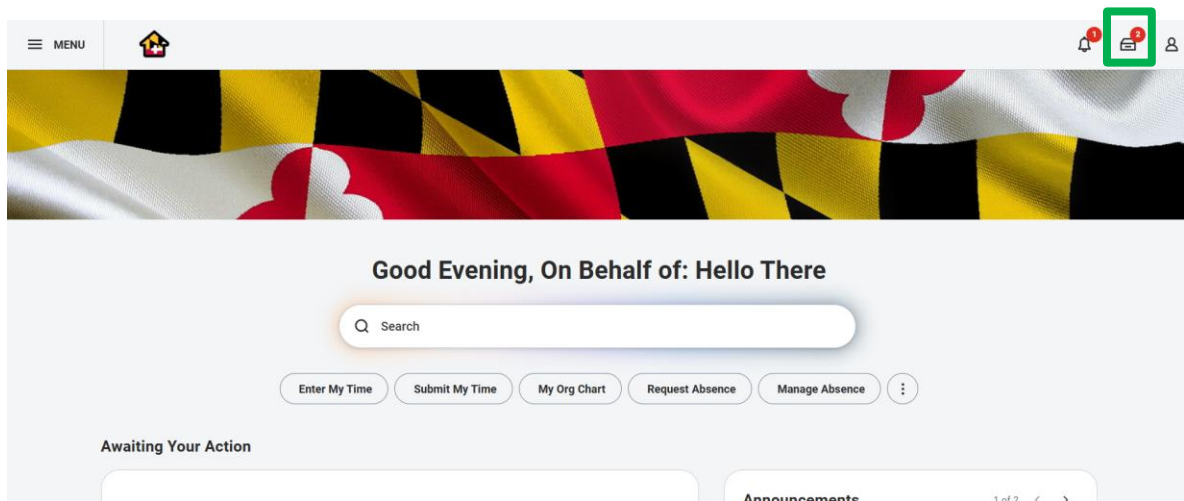
State Employees Leave Bank Enrollment

To join the State Employees' Leave Bank Program, employees must donate a total of eight (8) hours of either sick, annual, or personal leave, or combine these leave types to reach the required 8 hours. New employees may join within the first 60 days of employment. Employees may also join the leave bank during open enrollment, which occurs each year at the same time as the State's health insurance open enrollment.

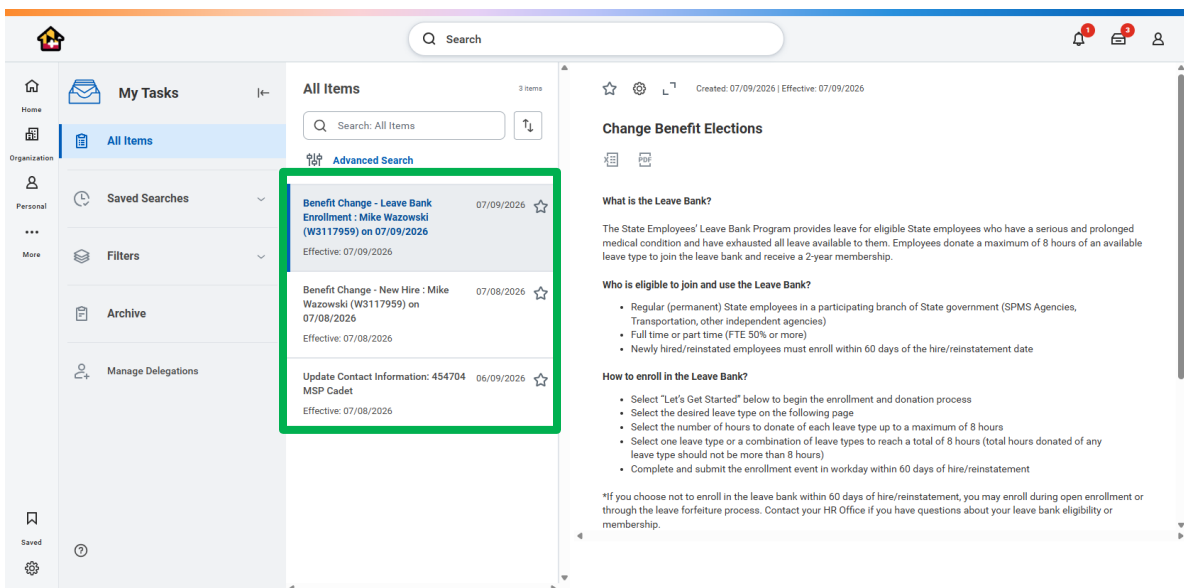
Below are instructions for employees to enroll in the Leave Bank Program, during onboarding tasks in the SPS system.

Procedure

1. Click the **My Task**  icon from the Workday Home page.



2. Locate and complete the *Benefit Change - Leave Bank Enrollment* task followed by your name.



Created: 7/9/2026

State Employees Leave Bank Enrollment

3. Select the "Lets Get Started" button at the bottom of the Leave Bank information.

All Items5 Items

Search: All Items

⬆️⬆️

⚙️ Advanced Search

Benefit Change - Leave Bank Enrollment : Roz Peterson (W2239422) on 07/20/202607/20/2026☆
Effective: 07/20/2026

Benefit Change - New Hire : Roz Peterson (W2239422) on 07/08/202607/19/2026☆
Effective: 07/08/2026

Update Contact Information: 546286 HRIS Analyst Trn DBM - Roz Peterson (W2239422)07/19/2026☆
Effective: 07/08/2026

- Select the number of hours to donate of each leave type up to a maximum of 8 hours
- Select one leave type or a combination of leave types to reach a total of 8 hours (total hours donated of any leave type should not be more than 8 hours)
- Complete and submit the enrollment event in workday within 60 days of hire/reinstatement

*If you choose not to enroll in the leave bank within 60 days of hire/reinstatement, you may enroll during open enrollment or through the leave forfeiture process. Contact your HR Office if you have questions about your leave bank eligibility or membership.

**Employees who transfer from non-participating agencies (i.e. Judiciary, UMD..), should contact the Leave Bank Coordinator in your new agency.

Initiated On07/20/2026

Submit Elections By09/17/2026

Let's Get Started

4. On the Leave Bank Enrollment page, click the Enroll button below the chosen type of leave that will be donated to enroll in this program,

➤ If you are opting out of the program, leave the leave as Waived go to step #8.

Leave Bank Enrollment

Projected Total Cost (Monthly)
\$0.00

Additional Benefits

Annual Leave
Waived

Enroll >

Personal Leave
Waived

Enroll >

Sick Leave
Waived

Enroll >

Review and Sign

Save for Later

Created: 7/9/2026

State Employees Leave Bank Enrollment

- On the chosen leave's page, read the instructions given and click the "Select" radio button. Submit by clicking the "Confirm and Continue" button.

Annual Leave

Projected Total Cost (Monthly)
\$0.00

Plans Available

Select a plan or Waive to opt out of Annual Leave.

1 item

Benefit Plan	*Selection
Leave Bank Annual Leave	☒ Select ☐ Waive

Additional Benefits Instructions

General Instructions

New State of Maryland employees are not eligible to donate annual leave until they have at least six months of State Service. Employees who have been reinstated and have sufficient annual leave within their first 60 days may donate 8 hours of annual leave or combine available leave types to reach the required 8 hours. Please note that your leave must be available for use at the time of enrollment.

If applicable, select the desired number of annual leave hours and continue to the next section.

Confirm and Continue

Cancel

- On the Coverage page, input how many of the required 8 hours will be donated from each type of leave being used. Select Save.

➤ *Complete steps 5-7 for each leave type to total 8 hours.*

Annual Leave - Leave Bank Annual Leave

Projected Total Cost (Monthly)
\$0.00

Coverage

Select the coverage that you would like for this plan.

Coverage * Search

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7

Save

Cancel

Additional Benefits Instructions

General Instructions

New State of Maryland employees are not eligible to donate annual leave until they have at least six months of State Service. Employees who have been reinstated and have sufficient annual leave within their first 60 days may donate 8 hours of annual leave or combine available leave types to reach the required 8 hours. Please note that your leave must be available for use at the time of enrollment.

If applicable, select the desired number of annual leave hours and continue to the next section.

State Employees Leave Bank Enrollment

7. A message will display confirming the update. Once you have entered a total of 8 hours, or you are opting out of the program, click the Review and Sign button.

Leave Bank Enrollment

Projected Total Cost (Monthly)
\$0.00

Additional Benefits

UPDATED

Annual Leave

Leave Bank Annual Leave

Coverage8

Manage >

REVIEWED

Personal Leave

Personal Leave

Waived

Enroll >

Sick Leave

Waived

Enroll >

Your Annual Leave changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

Review and Sign

Save for Later

8. Review your selections on the View Summary page.

View Summary

Projected Total Cost (Monthly)
\$0.00

Leave Bank enrollment will not take effect unless you check the "I Accept" box below AND click the "Submit" button.

- Verify the selections are accurate
- Selections should not total more than 8 hours across all leave types

If you identify an error, click your browser back button to return to the enrollment page

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Annual Leave	04/01/2026	04/01/2026	8			Included
Leave Bank Annual Leave						

Waived Benefits 2 items

Personal Leave	Waived
Sick Leave	Waived

Submit

Save for Later

Cancel

State Employees Leave Bank Enrollment

9. At the bottom of this page, there is an electronic signature section that needs to be reviewed. Once completed, check the "I Accept" checkbox and select the Submit button.

Electronic Signature

ELECTRONIC SIGNATURE/LEGAL NOTICE/DEPENDENT ATTESTATION:

Your Name and Password are considered to be your "Electronic Signature" to this submission, with all the legal effect of any other signature by you. The electronic signature will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Accept or I Agree" checkbox, you are certifying that:

I hereby certify that I agree to donate eight (8) hours of personal, sick, annual leave, or a combination thereof, to establish membership in the State Employees' Leave Bank Program. To use sick leave, I understand I must have a balance of at least 240 sick leave hours remaining after the deduction of the donated hours. If my leave balance is insufficient to process the 8-hour donation required for membership, I understand that I will not be granted membership in the State Employees' Leave Bank Program.

I Accept ☐

enter your comment



10. A page will display that confirms your submission for the Leave Bank Program. Review the details listed and view the 2026 Benefits Statement. Once finish, click the Done button.

Submitted

You've submitted your elections.

You've submitted your Leave Bank enrollment

- Your agency Leave Bank Coordinator (LBC) will review your enrollment.
- Your agency timekeeper will process the deduction of leave.
- If there is an issue with your enrollment, your LBC will contact you.
- Upon completion of your enrollment, your leave bank membership will be active for two (2) years from the submission date.
- You may print this form for your records. If you do not print it now, you can view your elections online but cannot print this form at a later date.

[View 2026 Benefits Statement](#)

11. The System Task is complete.

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