
Maryland Sick and Safe Leave Information Sheet

Maryland Healthy Working Families Act

What is the MD Sick and Safe Leave?

Maryland legislation has passed a law under the *Maryland Healthy Working Families Act* that requires employers to provide paid sick and safe leave to employees (aka *Maryland Sick and Safe Leave*). It is the Maryland Law that provides paid sick and safe leave for employees who are not currently enrolled in a leave plan that meets or exceeds the requirements of this law. Washington County Public Schools' (WCPS) regular employees have leave benefits that meet or exceed those provided under this law. Regulations are still being written, and school systems across the State of Maryland are seeking clarification from the State on substitute teacher employees. At this time, WCPS is taking a proactive approach by calculating leave for all employees. Please direct your questions to payroll@wcps.k12.md.us.

What are the “rules” for earning, accruing and using MD Sick and Safe leave?

- You must work a minimum of 24 hours during the pay period to qualify/earn leave.
- You earn 1 hour of leave for every 30 hours worked in a qualifying pay period.
- You may earn up to 40 hours in a year (fiscal year).
- You can carry over, from year to year, up to 64 hours of leave (fiscal year).
- You may use up to 64 hours of earned leave in each year (fiscal year).
- You may not use leave during the first 106 calendar days of your employment.

Where can I see how many MD Sick and Safe leave hours I have in my account?

- You can find your leave balance in MUNIS Employee Self Service.
<https://selfservice.wcps.k12.md.us/ESS/>
- Note that leave accruals and usage will appear one pay period behind.

Under what conditions can I use earned MD Sick and Safe leave?

An employee can use earned sick and safe leave for the following reasons:

- To care for, treat, or obtain preventative care for your own or a family member's mental/physical illness, injury or condition. A family member includes a spouse, child, parent, grandparent, grandchild or sibling.

- When the absence from work is necessary due to domestic violence, sexual assault or stalking committed against you or a family member.
- For maternity or paternity leave.

When can I begin to use my MD Sick and Safe leave?

- Effective February 11, 2018, if an employee has been employed for at least 106 days, they may use sick and safe leave as it is accrued.
- Effective February 11, 2018, if an employee has not been employed for at least 106 days, they may use earned sick and safe leave when they reach this minimum threshold.

What steps do I take when I need to request MD Sick and Safe leave?

- For substitute teacher employees, leave is to be used in 3.5 hour and 7 hour increments and be requested through MUNIS Employee Self Service's (ESS) *request time off* feature @ <https://selfservice.wcps.k12.md.us/ESS/>.
- For all other temporary and substitute employees, leave is to be used in 1 hour increments and requests made directly to your supervisor/principal. These requests should also be submitted through MUNIS Employee Self Service's (ESS) *request time off* feature @ <https://selfservice.wcps.k12.md.us/ESS/>.

Where do I send questions I have about MD Sick and Safe leave or my own accrual?

- You may email payroll@wcps.k12.md.us.

Where can I find more information about the MD Healthy Working Families Act/Maryland Sick and Safe Leave?

- <http://www.dllr.state.md.us/paidleave/paidleaveposter.pdf>

Prohibitions

An employer is prohibited under the law from taking adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act and an employee is prohibited from making a complaint, bringing an action, or testifying in an action in bad faith.

How to File a Complaint or Obtain Additional Information

If you feel your rights have been violated under this law or you would like additional information, you may contact:

Commissioner of Labor and Industry

1100 North Eutaw Street, Room 600 | Baltimore, MD 21201

ssl.assistance@maryland.gov

Date of Law: February 11, 2018

Date of Memo: May 29, 2018