The State of Maryland passed the Maryland Healthy Working Families Act (the “Act”), requiring employers to offer paid sick and safe leave (SSL) to eligible employees who are not already provided equivalent leave benefits under existing policies. Therefore, the Act specifically affects contingent I hourly staff and student employees (excluding federal work-study students, graduate and resident assistants, and other students that receive a stipend).

Eligible employees who are regularly scheduled to work a minimum of 24 hours per pay period, in one or more jobs on campus, accrue one (1) hour of SSL for every 30 hours worked, up to a maximum of forty (40) hours per calendar year. SSL can be used:

- For absence from work due to domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member;
- To care for or treat the employee’s mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee’s family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave

For purposes of this law, a family member includes a spouse, child, parent of employee or spouse, grandparent, grandchild, sibling, or legal guardian.

For more information:

- Review the FAQs on the following pages;
- Read the Sick and Safe Leave Policy
- Email leavebenefits@towson.edu;
- Contact the Office of Human Resources (OHR) at 4-2162;
- Visit the Maryland Department of Labor, Licensing and Regulation website
- Talk with your supervisor
FAQS

Who is affected by the Maryland Healthy Working Families Act?

The Act applies to contingent I hourly staff and student employees (excluding federal work-study students, graduate and resident assistants, and other students that receive a stipend.)

How are eligible employees notified of SSL?

Supervisors are updated each pay period with leave balances and will notify eligible employees.

How does SSL accrue?

Eligible employees accrue SSL if they work 24 hours in a given pay period. The accruals are biweekly, based on actual hours worked in all qualified positions and are updated each pay period.

Additionally, these employees:

- May not earn more than 40 hours of SSL in a calendar year;
- May not carry over more than 40 hours of accrued SSL into a new calendar year;
- Stop earning SSL once their leave balance reaches 64 hours at any time during the calendar year;
- May not use more than 64 hours of SSL in a calendar year;
- May not use SSL for the first 106 calendar days of initial employment;
- Will be entitled to have any unused SSL reinstated if re-employed in a SSL eligible position within 37 weeks of termination.

If the employee typically works 24 hours a pay period in all qualifying jobs, does not work for a few pay periods, and then resumes working 24 hours a pay period, does leave accrue during the time the employee was not working?

SSL only accrues during the pay periods in which the employee has actually worked at least 24 hours per pay period. Approved leave time is not counted toward qualifying hours worked for purposes of SSL accrual.

Can the leave be used incrementally?

Eligible employees must take leave under the Act in increments of four (4) hours, unless the shift for which the employee needs to be absent is scheduled to be less than four (4) hours.
How can SSL be used?

An employee may use accrued SSL across all eligible campus jobs under the following conditions:

- For absence from work due to domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member;
- To care for or treat the employee’s mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or employee’s family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave

For purposes of this law, a family member includes a spouse, child, parent of employee or spouse, grandparent, grandchild, sibling, or legal guardian.

Is the employee required to provide verification of the absence when using SSL?

Verification of the absence may be required if (1) the employee uses SSL for more than two consecutive shifts or for more than two consecutive work days; or (2) the employee uses SSL during the first 120 calendar days of employment.

Will we use the current leave and timekeeping system to accrue and track SSL?

Replacement of the current leave and timekeeping system is in progress and targeted for completion in 2020. Once completed, employees will be able to record SSL on their time sheets and view their earned, accrued, and used SSL each pay period. The University developed an interim process to administer SSL until this project is complete.

What is the interim process for administering SSL?

The OHR will furnish leave balance information to supervisors every pay period. The employee can speak with their supervisor, or email the OHR at leavebenefits@towson.edu to request this information.

When a manager/supervisor approves SSL, the employee must record the leave hours as hours worked on the corresponding day on the time sheet. The following information must be noted in the remarks section of the time sheet:

- SSL and the date, time, and hours of leave used. Example - SSL; 2-4-20; 8 am - 12 pm; 4 hrs.
- Follow the same format if the employee used leave on more than one day in the pay period.

The manager/supervisor must manage leave requests in accordance with these procedures and verify the time sheet is completed accurately before approving the time sheet.