

**Maryland Sick and Safe Leave**  
**Information Sheet for Non-Benefited Employees**

**What is the MD Sick and Safe Leave Program?**

It is the Maryland Law that provides paid sick and safe leave for employees who are not currently enrolled in a sick leave plan.

**What are the “rules” for earning, accruing and using sick and safe leave?**

- You must work a minimum of 26 hours during the pay period to qualify/earn leave.
- You can earn 1 hour of leave for every 30 hours worked in a qualifying pay period.
- You may earn up to 40 hours in a calendar year.
- You can carry over, from year to year, up to 64 hours of leave (calendar year, January 1-December 31).
- You may use up to 64 hours of leave in a given year (fiscal year).
- You may not use leave during the first 106 calendar days of your employment.

**Where can I see how many leave hours I have in my account?**

- You can find your leave balance in the employee self-service panel in PeopleSoft.
- Note that leave accruals and usage will appear one pay period behind.

**Under what conditions can I use earned sick leave?**

An employee is able to use earned sick and safe leave for the following reasons:

- To care for, treat, or obtain preventative care for your own or a family members 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 earned sick leave?**

- Effective February 1, if an employee has been employed for at least 106 days, they may use sick and safe leave as it is accrued.
- Effective February 1, 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 sick or safe leave?**

- Be aware that leave is to be used in one hour increments.
- Inform your supervisor of your request for paid leave.
- If appropriate, report your absence in SmartFind so that coverage can be secured.
- Record your leave request on the FCPS Time Sheet and submit to the supervisor who **normally signs** this document for you.
- EXCEPTION NOTE: Substitute teachers send Time Sheets requesting paid leave to the Human Resources Substitute Department.
- EXCEPTION NOTE: Special Education assistants submit Time Sheets to the Special Education Department.

**Where do I send questions I may have about this leave plan or my own accrual?**

- You may email [benefits.office@fcps.org](mailto:benefits.office@fcps.org).

**Where can I find more information about the MD Healthy Working Families Act?**

- <http://www.dllr.maryland.gov/paidleave/paidleavefaqs.pdf>

**FYI:** Know that (1) that the employer must not take adverse action because an employee exercises rights under this Act, and (2) that the employee may not, in bad faith, make a complaint, bring an action, or testify in an action.

**Source: Human Resources**  
**March 2018**