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.

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


FYI: Know that (1) 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
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