



# The Universities

AT SHADY GROVE

## MEMORANDUM

To: Sr. Division Officers and Directors

From: Office of Human Resources

Date: July 17, 2018

Re: Maryland Healthy Working Families Act - Information and Implementation

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The Maryland Healthy Working Families Act was passed on February 11, 2018, by the State of Maryland and requires employers to offer paid sick and safe leave (SSL) to eligible employees who are not already provided equivalent leave benefits under existing policies. This Act will allow employees who are regularly scheduled to work a minimum of 12 hours per week to accrue paid SSL at a rate of 1 hour for every 30 hours worked. Employees who regularly work less than 12 hours a week are exempt from the requirements of the law.

### Who will be impacted?

- Hourly exempt and nonexempt staff
- Hourly faculty
- Hourly undergraduate and graduate students

### Who will not be impacted?

- Regular faculty and staff
- Contractual salaried staff
- Graduate assistants
- Other salaried faculty

### How will SSL be accrued?

SSL will accrue each pay period based on the employee's total FTE.

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;
- Will stop earning SSL once their bank 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 within 37 weeks of termination.

### **What conditions allow an employee to use earned SSL?**

- 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 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, grandparent, grandchild or sibling).*

### **When will Payroll/Human Resources (PHR) be prepared for employees to record SSL on their electronic time sheets?**

Enhancements to the PHR system are in process by University Human Resources (UHR) – College Park are targeted for completion August 2018. Once completed, employees will be able to record SSL on their electronic time records and view their earned, accrued, and used SSL each pay period in PHR.

### **What is the process for those employees that request SSL now?**

Eligible employees requesting SSL prior to the August implementation will be granted leave based upon the amount of SSL that would have been earned since February 11, 2018.

### **What should I do now?**

The official employee notice, from the Department of Labor, Licensing and Regulation – State of Maryland should be posted in your departments and can be found at <https://www.dlir.state.md.us/paidleave/paidleaveposter.pdf> .

### **How are employees being notified?**

Employees will be notified through an article in the Human Resources Blog and an email directly sent to hourly employees.

### **Where can I find more information?**

Information on the Healthy Families Working Act is located on the Office of Human Resources website at the following links:

- <https://shadygrove.umd.edu/faculty-and-staff/human-resources/current-employees/benefit-forms/sick-safe-leave>
- <https://shadygrove.umd.edu/faculty-and-staff/human-resources/current-employees/benefit-forms>

Questions related to the implementation of the Healthy Working Families Act can be directed to the Office of Human Resources.

### **Attachments:**

Maryland Earned Sick and Safe Leave Employee Notice Poster  
Maryland Health Working Families Act Frequently Asked Questions (FAQs)  
Maryland Healthy Working Families Act