

The Maryland Healthy Working Families Act (the “Act”), requires 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 eligible 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



*Office of Human Resources, Administration Building, Room 101
Monday – Friday 8:00 am – 5:00 pm*

 410-704-2162  410-704-6320
<https://www.towson.edu/hr/>
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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?

Sick and Safe Leave balances are shown under the Leave Balances tab of the employee's timesheet.

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.

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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.

What is the process of administering SSL?

The employee will record the leave code **02 - SSL-T - SSL Taken** and note the SSL hours by recording the In and Out times of when SSL was used

Please see example below:

Wed	2/17	New	8:00:00AM	12:00:00PM			02 SSL-T - SSL - Taken	4.0	2/17
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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.

For more information on how to complete the time sheet, employees can reference the Time Sheet Instructions [here](#).

