

<b>Title:</b>	<b>Part-Time Sick and Safe Leave</b>
<input type="checkbox"/> <b>Initial Action:</b>	<b>February 11, 2018</b>
<input type="checkbox"/> <b>Board Resolution:</b>	<b>18-009, 24-014</b>
<input type="checkbox"/> <b>Last Revised</b>	
0 <b>Policy:</b>	<b>March 2024</b>
0 <b>Procedure:</b>	<b>March 2024</b>
<input type="checkbox"/> <b>Last Reviewed:</b>	<b>March 2024</b>
<input type="checkbox"/> <b>Effective:</b>	<b>March 28, 2024</b>
<input type="checkbox"/> <b>Next Review:</b>	<b>March 28, 2027</b>
<input type="checkbox"/> <b>Responsibility</b>	<b>Human Resources</b>

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**POLICY:**

**Part-Time Employee Leave Policy**

It is the policy of Cecil College to provide paid "earned sick and safe" leave for part-time employees, including hourly part-time employees, adjunct faculty, coaches, student workers, temporary, and seasonal employees. Employees who are younger than 18 before the beginning of the calendar year (each calendar year) are not eligible for paid earned sick and safe leave. Special rules apply to work-study situations, which are explained below.

In accordance with the Maryland Flexible Leave Act, employees may use "leave with pay" for an illness in the employee's immediate family - a child, spouse or parent. Employees may use "leave with pay" on the death of a member of the employee's immediate family. For purposes of illness, child includes an adopted, biological, foster child, a stepchild, or a legal ward who is under the age of 18 or at least 18 years old and incapable of self-care due to a mental or physical disability. For purposes of bereavement leave, child includes a child (adopted, biological, foster, step, or legal ward)

**PROCEDURE:**

**Accrual and Carryover**

Part-time employees will accrue one (1) hour of earned sick and safe leave ("ESS") for every 30 hours worked beginning on the first day of employment. Part-time employees may earn up to 40 hours of ESS each fiscal year (July 1-June 30) Part-time employees will earn and accrue ESS beginning on the first day of employment, however, those employees may not use ESS until after 106 calendar days of employment.

Employees may use sick and safe leave as it is accrued (in no less than 15-minute increments).

Up to 40 hours of sick and safe leave may be carried over from one fiscal year to the next.

However, employees may not accrue more than 64 hours of ESS at any time.

ESS is not paid out at separation of employment. Any ESS balance will be reinstated if an employee is rehired within 37 weeks from the date of separation. After 37 weeks, ESS is not reinstated upon rehire. Employees who transition from part-time to full-time may carryover their part-time sick leave balance to their full-time position, but will not accrue more than the maximum sick time allotted as indicated in the Full Time Sick Leave Policy.

Individuals that are employed as part of a work-study program will not accrue ESS during: (a) a two-week pay period in which the employee worked fewer than 24 hours total; or (b) a one-week pay period if the employee worked fewer than 24 hours total in the current and immediately preceding pay periods.

### **Use of Sick and Safe Leave**

Where the need to use sick and safe leave is foreseeable, employees are required to provide at least seven (7) days advanced notice to their supervisor, before the leave would begin. Request for sick and safe leave may be denied if the employee does not provide proper notice and the employee's absence will cause a disruption to the employee's department or the College as a whole.

Where the need for sick and safe leave is not foreseeable, employees must provide notice to their supervisor as soon as reasonably possible. Failure to provide notice as soon as is practicable may result in denial of the request for sick and safe leave if the absence will cause a disruption to the employee's department or the College as a whole

A request for sick and safe leave may be denied if an employee does not provide notice and the employee's absence will cause a disruption to the College. If an employee does not provide verification as required, the College may deny a subsequent request by the employee to use sick and safe leave for the same reason as that for which the employee did not provide verification.

An employee who does not comply with the notice requirements may be deemed to be on unauthorized leave without pay, unless it can be demonstrated to the satisfaction of the College that it was physically impossible to notify the supervisor of the absence or the employee's progress toward returning to work.

Employees may take as much leave as they have earned. However, after three (3) consecutive scheduled shifts, the employee must provide documentation showing that the ESS has been used for a reason listed

below. If the employee fails to provide the verification, subsequent requests to take ESS for the same reason may be denied. Types of documentation may include, but are not limited to; a doctor's note, a certification from a law enforcement officer, victim advocate or court order.

**Sick and safe leave may be used for the following reasons:**

- To care for or treat an employee's mental or physical illness, injury, or condition.
- To obtain preventive medical care for an employee or employee's family member.
- To care for a family member\* with a mental or physical illness, injury, or condition.
- For maternity/paternity leave.
- In domestic violence, sexual assault, and stalking situations against the employee or the employee's family member: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; and (4) because the employee has temporarily relocated.

**Covered family members include:**

- Child of the employee (biological, adopted, foster, stepchild, child for whom the employee has legal or physical custody or guardianship, and a child for whom the employee stands in loco parentis regardless of the child's age).
- Parent of the employee or of the employee's spouse (biological, adoptive, foster, and stepparent and an individual who acted as a parent or stood in loco parentis to the employee or employee's spouse when the employee or the employee's spouse was a minor).
- Spouse of the employee.-
- Grandparent of the employee (biological, adopted, foster, or step grandparent)
- Grandchild of the employee (biological, adopted, foster, or step grandchild)
- Sibling of the employee (biological, adopted, foster, step sibling).

**Documentation**

It is the responsibility of the part-time employee and their supervisor, chair, and/or administrator to track and notify Human Resources of all absences using a leave slip or online e-time system. All absences must be tracked whether paid or unpaid.

**Payment of Sick and Safe Leave**

Sick and safe leave will be paid to the employee at the same wage rate as the employee normally earns.

**Denial of Leave and Prohibition of Improper Use/Leave Abuse**

An employee who improperly uses sick and safe leave and/or engages in a pattern of abuse of sick and safe leave may be subject to disciplinary action up to including termination of employment.

Proper use of sick and safe leave will not be counted as an unauthorized absence and will not be used against an employee for disciplinary purposes.

The College will not take adverse action against employees if an employee has in good faith exercised their sick/safe leave rights. The College will not interfere with, restrain, or deny an employee's exercise of their rights under the Maryland Healthy Working Families Act.