

Request for Leave under the *Maryland Healthy Working Families Act*

(Requires ERSC Authorization)



Employee and Retiree Service Center (ERSC)
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20855

MCPS Form 430-1B
July 2018

INSTRUCTIONS: To be completed by an employee who is not covered by an MCPS association agreement (e.g., temporary part-time employees) but is eligible for leave under the *Maryland Healthy Working Families Act*. Attach copies of appropriate documentation and submit them to your principal/supervisor or director, who will send them to the director of ERSC for approval. Once approved, the form must be attached to the employee's timesheet. **See reverse side for detailed information.**

Name _____ 0 0 0 _____
Last First MI Employee No.

Number of Days _____ (or) Hours _____ Expected Dates of Leave ____/____/____ through ____/____/____

School/Location Name _____

Job Title _____ Phone(s) _____-_____-_____, _____-_____-_____

CHECK TYPE OF LEAVE Personal Illness Illness in Family

Specify details as appropriate _____

Read reverse side carefully before signing: _____ /_____/_____
Signature, Employee Date

AUTHORIZATION

Approved Substitute Required? Yes No Not Approved (give reason) _____

Signature, Principal/Director/Supervisor Date

Approved Not Approved (give reason) _____

Signature, Director, ERSC Date

ADDITIONAL INFORMATION: The Maryland General Assembly has enacted a new law called the Maryland Healthy Working Families Act, which creates a state requirement for employers to provide sick and safe leave to employees. Most Montgomery County Public Schools (MCPS) employees will not see any significant changes to their sick leave, because they already are eligible for paid sick leave at a rate that meets or exceeds the new law's requirements. This includes MCPS employees in permanent budgeted positions who are covered by our negotiated employee agreements.

The new law extends paid sick leave coverage to MCPS temporary part-time employees who regularly work at least 12 hours per week. These employees are now eligible to receive one hour of leave for every 30 hours worked, subject to the terms of the law.

Earned leave begins to accrue on February 11, 2018, or the date on which an employee began employment with MCPS, whichever is later. For temporary part-time employees who qualify for paid leave under the new law, leave accrues at a rate of one hour for every 30 hours that the employee works; however, the amount of leave accrued may not exceed 40 hours in a given work year or 64 hours at any time.

Employees are permitted to use earned sick and safe leave in increments in certain amounts established by their employer. Under the provisions of the law, MCPS requires that eligible employees use their sick and safe leave in increments of four (4) hours to or the hours scheduled to work on the day of absence.

Leave Usage: Under the Maryland Healthy Working Families Act, an employee is allowed to use earned leave under the following conditions:

- 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; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstances.

Employees on medical leave for two (2) or more shifts will need to complete MCPS Form 440-35, *Certification of Physician or Health Care Provider* and MCPS Form 440-40T, *Return to Work Evaluation for Temporary Employees*.

For eligibility and usage rules, visit the Employee and Retiree Service Center website at www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/news/maryland_healthy_working_families_act.pdf.

*A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.