

Earning and Using Sick Leave for Maryland employees

Valid Leave Reasons

An employee may take leave under Maryland Law:

Care or treatment of a mental or physical illness, injury, or condition of, or preventive medical care for, an employee or employee's family member, defined as child (including biological, adopted, foster, stepchild, legal or physical custodian or guardian, in loco parentis, (regardless of age), parent (including biological, adoptive, foster or stepparent of, employee or employee's spouse), employee's guardian, person in loco parentis to employee or employee's spouse as a minor, spouse, grandparent or grandchild (biological, foster, step, or adopted), or sibling (same relationships).

Maternity or paternity leave.

Specified reasons due to domestic violence, sexual assault, or stalking committed against the employee or employee's family member, including the time when employee has temporarily relocated because of these events.

Accruing Sick Leave Time

An employee earns one (1) hour of sick leave for every thirty (30) hours worked commencing upon his/her hire date to a maximum of 40 hours in his/her first calendar year of employment as well as subsequent calendar years.

Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of forty (40) unused hours into the following calendar year.

Using Sick Leave Time

Employers may prohibit leave usage during the first 106 calendar days of employment. Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay. Documentation shall be required for the use of two (2) consecutive sick days used.

No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.