

Earned Sick and Safe Leave Policy

I. GENERAL

Beginning February 11, 2018, the Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees. Specifically, employees who regularly work 12 or more hours per week are eligible for sick and safe leave under this policy. The provision of such leave is described herein.

II. EMPLOYEE CLASSIFICATIONS

A. Full-time faculty and staff

Employees are eligible for paid health leave as described in Goucher's exempt, non-exempt, public safety, and faculty handbooks, as well as the LIUNA CBA, and pursuant to the Maryland Flexible Leave Act. Employees should consult the appropriate employee handbook for details. This policy is not intended to enable an employee to receive more paid leave than is available under those policies.

B. Half-time faculty, part-time faculty, graduate assistants

Employees continue to be paid on a salaried basis. Salaries are not adjusted for absences under the policy.

C. Part-time hourly employees (includes temporary employees, and student employees)

Employees accrue earned sick and safe leave at a rate of one hour for every 30 hours the employee works, to a maximum of 40 hours of sick and safe leave in a fiscal year.

For certain categories of employees, the college may choose to award the employee the full amount of sick and safe leave anticipated to be earned in the year at the beginning of the year. Details are available in the relevant employee handbook.

III. LEAVE USAGE

An employee is allowed to use earned sick and safe leave under the following conditions:

1. To care for or treat the employee's mental or physical illness, injury, or condition;
2. To obtain preventative medical care for the employee or the employee's family member;
3. To care for a family member with a mental or physical illness, injury, or condition;
4. For maternity or paternity leave; or

5. 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 by the employee for the employee or the employee's family member:
 - to obtain medical or mental health attention;
 - to obtain services from a victim services organization;
 - for legal services or proceedings; or
 - because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

A "family member" under this policy means:

1. a biological child, an adopted child, a foster child, or a stepchild of the employee;
2. a child for whom the employee has legal or physical custody or guardianship;
3. a child for whom the employee stands in loco parentis, regardless of the child's age;
4. a biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or of the employee's spouse;
5. the legal guardian of the employee;
6. an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor;
7. the spouse of the employee;
8. a biological grandparent, an adopted grandparent, a foster grandparent, or a stepgrandparent of the employee;
9. a biological grandchild, an adopted grandchild, a foster grandchild, or a stepgrandchild of the employee; or
10. a biological sibling, an adopted sibling, a foster sibling, or a stepsibling of the employee.

Full-time employees are permitted to use earned sick and safe leave in increments of full or half-days.

Part-time employees are permitted to use sick and safe leave in increments of one half hour.

Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable, or as soon as practicable. The request to use such leave may be denied if the employee fails to provide the required notice and the employee's absence will cause a disruption to the college.

Earned sick and safe leave awarded in full at the start of the fiscal year may not be carried forward from year to year. Earned sick and safe leave accrued based on hours worked may be

carried over up to a maximum of 40 hours, but at no time will an earned sick and safe leave balance exceed 64 hours.

There will be no payment for unused sick and safe leave at the time of an employee's termination.

IV. REPORTING

Goucher will provide employees with a written statement of the employee's available earned sick and safe leave at each pay period. This may be accomplished by providing access to an online system through which the employee can ascertain the balance of the employee's available leave.

V. PROHIBITIONS

Goucher will not take adverse action against an employee who exercises a right under the Maryland Healthy Working Families Act.

VI. OTHER INFORMATION

If an employee is rehired within 37 weeks, the employer must reinstate the earned, but unused, sick and safe leave.

VII. CONTACT

Questions about this policy should be addressed to Human Resources at hr@goucher.edu.

VIII. HISTORY

Adopted February 2018

Updated October 2019