To: Montgomery College Supervisors and Employees

From: Farah C. Vivas, HR Specialist/Leave Coordinator
Carol Kliever, Director of Employee and Labor Relations
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Office of Human Resources and Strategic Talent Management

Subject: **2021 Sick and Safe Leave (SSL) Carry Over and Changes for 2022**

Date: October 27, 2021

The purpose of this memorandum is to share key information regarding the 2021 leave balance roll over deadline and eligibility changes in 2022 for Sick and Safe Leave (SSL).

- **The last day for SSL-eligible employees to use any excess balance (over 40 hours) of SSL hours this calendar year is November 24, 2021.**

- **Effective January 1, 2022, all benefits-eligible employees with secondary part-time jobs are ineligible to earn or use SSL.**

Sick and Safe Leave Balance Rollover from 2021 to 2022

Safe and Sick Leave (SSL) is provided under the Maryland Healthy Working Families Act (MHWFA) for the College's part-time credit and non-credit faculty, casual temporary staff, and student aides/Federal Work Study students not otherwise eligible for regular leave accrual. In November of each calendar year, eligible employees with an available SSL balance will have up to 40 hours of their current available leave carried over to the next year. SSL in excess of 40 hours will be forfeited. The last day SSL-eligible employees may use their SSL hours, before the leave roll takes place, is November 24, 2021.

SSL Eligibility Change in 2022

Currently, full-time employees and faculty with a secondary job are earning additional leave on part-time positions as credit and non-credit faculty. After a comprehensive review of the College's leave program and eligibility rules, it was determined that the sick leave provisions for benefits-eligible employees exceed MHWFA requirements.

Therefore, as of January 1, 2022, all benefit-eligible employees with secondary part-time jobs as part-time credit or non-credit faculty, including full-time faculty, staff, department chairs, and administrators that are currently earning SSL hours on their secondary position will no longer be eligible to earn or use SSL hours. These employees have until December 23, 2021, to use their available SSL balances; all unused SSL hours will be forfeited.

As a reminder, SSL-eligible employees accrue one hour of SSL for every 30 hours worked. SSL is accrued for every hour an eligible employee works as long as that employee works at least 24 hours in a pay period. For part-time faculty, 1 ESH = 2.25 hours worked per week and part-time faculty must teach at least 5.34 ESH (12 hours per week) to be eligible to earn SSL. Additionally, these employees may:

- accrue no more than 40 hours of SSL in a year,
- carry over no more than 40 hours of accrued SSL,
- accrue no more than 64 hours of SSL at any time, and
- use no more than 64 hours of SSL in a year.

For more information on the law that governs SSL, please refer to the MHWFA FAQs. Should you have any questions concerning leave accrual and carry over, please contact Farah Vivas, at 240-567-5396 or LeaveRequest@montgomerycollege.edu.