

Sick and Safe Leave

What is it?

- Maryland Healthy Working Families Act
- SSL to all employees who regularly work **at least** 24 hours per pay period
- One hour (1) of SSL for every 30 hours worked
- Cannot accrue more than 40 hours in a fiscal year.
- Part time faculty (credit and non-credit), casual temporary staff, students aids and work study students benefit and receive SSL
- Time accumulates across all positions in the college – individual decides how to use SSL

What to do if you have it want to apply and use SSL with the AELG Program:

1. Verify you have “sick and safe leave” available (check MyMC, Employee resources, leave balance). If you have time available and wish to use sick leave, PRINT this statement, as you will need it. Your request cannot exceed your available balance, and the minimum sick time request is for one (1) hour.
2. Complete the AELG leave form indicating you were sick. Make sure to indicate “SICK and SAFE LEAVE” as reason for leave request.
3. Complete a SUBSTITUTION voucher. Under “replacement for”, indicate “USE OF SICK AND SAFE LEAVE”
4. Attach your “sick and safe leave” balance statement to your substitute voucher.
5. Turn in all 3 documents (leave, substitution voucher and sick and safe balance statement).
6. Class absence (leave) will be deducted from stipend. You will be compensated separately for your “sick and safe substitution” voucher.
7. Hours used for sick and safe will be deducted and your leave balance adjusted in MyMC. You cannot accrue more than 40 hours of SSL in a year. You cannot carry over more than 40 hours of accrued SSL in a fiscal year. You cannot accrue more than 64 hours of SSL at any time.