



Paid Leave for Temporary Employees—Frequently Asked Questions

The Maryland Legislature has enacted the *Maryland Healthy Working Families Act* that requires employers in Maryland to provide paid leave to all employees, including temporary employees, as long as they work a specified number of hours in a pay period.

The following questions and answers were developed to provide additional information for temporary employees regarding earning and using paid leave at AACPS.

1. How do I accrue temporary employee paid leave?

In accordance with the Act, as a Temporary Employee you will be eligible to accrue paid leave if you work at least 24 hours in a biweekly pay period. Leave is accrued at the rate of one (1) hour of paid leave for every 30 hours worked in a biweekly pay period.

2. How will I know how much paid leave I have accrued?

Your accrued Paid Leave will be accumulated in your HR record and viewable on your biweekly pay statement found on *Employee Self Service (ESS)* which can be found at <https://ess.aacps.org>

3. When can I begin to use accrued leave?

You can begin to use your temporary Employee Paid Leave 106 days after your date of employment.

Leave can be taken in increments of at least one (1) or more hours.

4. What is the maximum paid leave I can accrue in a year?

You can accrue up to 40 hours of paid leave in a fiscal year.

5. What can paid leave be used for?

A temporary employee may use paid leave for any purpose, including when sick, or to care for a sick family member, or any other purpose provided it is for a day AACPS is generally open for business. Temporary employees may use accrued leave when AACPS is closed for code red or code blue days.

Temporary employees may not use accrued leave when AACPS is closed for holidays, spring and winter break.

Reasons for using this leave include those specified in the *Maryland Healthy Working Families Act*:

- to care for or treat an 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 if the absence is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used for:
(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.

The Act defines family member as a spouse, child, parent, grandparent, or sibling.

6. What do I need to do to use earned leave? If your use of leave is foreseeable, submit a Temporary Employee Request for Paid Leave to your supervisor at least seven (7) days in advance of the date you wish to use your leave. If your need to use paid leave is unforeseen, notify your supervisor as soon as possible and in accordance with established procedure at your work's location.

7. Is there a limit to how much paid leave I can use in a year?

Yes, a temporary employee may use up to 40 hours of leave in a fiscal year which begins July 1st.

8. Can I carry over unused paid leave from one fiscal year to the next?

Yes. A temporary employee may carry over up to 40 hours of leave from one fiscal year to the next. The fiscal year begins July 1.

9. What happens to accrued leave when I stop working at AACPS?

If a temporary employee leaves employment with AACPS any accrued unused leave will be held for 37 weeks in case you are reemployed, at which time it will be available for use. After 37 weeks any accumulated leave will expire.

10. What happens to my accrued/unused paid leave if I accept a permanent position with AACPS?

If a temporary employee is hired into a permanent position with AACPS any accrued unused leave will be transferred to a Transfer Sick Leave account for future use.

11. I am a substitute teacher/teacher assistant, to whom should I submit my request to use paid leave?

Long term subs should submit their request to use paid leave to the Principal at the school where assigned.

Daily subs should submit their request to use paid leave to the substitute office.