



**THE SUPERVISOR'S GUIDE TO
MANAGING SICK & SAFE LEAVE FOR
JHU BARGAINING UNIT STAFF**

Effective: September 1, 2022

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Maryland Sick and Safe Leave Overview

Eligible staff and students earn 1 hour of MDSS for every 30 hours worked up to a maximum of 80 hours per fiscal year (July 1 – June 30). The leave is protected and must be granted if accrued sick leave is available at the time of the request.

To be eligible for paid MDSS, the staff member:

- **Must be employed for at least 90 calendar days**
- **Must average at least 8 hours of work per week**
- **Must work in the State of Maryland**

Covered dependents:

- **Self**
- **Immediate family members**
- **Extended family members**

Covered reasons:

- **Treatment or care for a mental or physical illness, injury or condition**
- **Preventative medical care**
- **Maternity or paternity leave**
- **Leave that is necessary due to domestic violence, sexual assault or stalking or the need to relocate or receive services.**
- **Public health emergency**



Managing Leave in KRONOS and E210

FT Bargaining Unit staff may request up to 80 hours of MDSS per fiscal year.

- MDSS Balances for Bargaining Unit employees can be accessed in the e210 system. MDSS usage will appear on their paystubs.

Viewing the E210 header indicates how much Sick and Safe Leave has been used for the fiscal year, how much is available and when SSL can be used (if employee's hire date is within 90 days)

Fiscal Year July 2022 - June 2023		<< Prior Year		Next Year >>	
Name:	[REDACTED]	Hire Date:	10/13/2003	Scheduled:	MTWT
Personnel No:	[REDACTED]	Jhed ID:	[REDACTED]	Hours/Day:	10.0
Title:	Animal Fac Specialist	Elig Date:	10/13/2003	Hours/Week:	40.0
Dept:	W6801	Employee Group:	1 - Full-time	Personnel Area:	UN02 -- School of Medicine
Supervisor:	[REDACTED]	FLSA:	N	Personnel Sub Area:	U009 -- Bargaining Unit
State:	MD				
Sick & Safe Used:	0.0 Days	Sick & Safe FY Balance:	10.0 Days (if available in sick balance)	Floats Used:	0.0 Days
Vacation Limit:	44 Days	Hours/Holiday:	8.0 Hours		
Print FY Template 2023		Admin Option			

View the sick leave balance to determine how much sick time is available. SSL cannot be requested or used if there is no sick leave available or if more than 80 hours of SSL has been used in the fiscal year.

FY 2021 E210 Calculated Totals for cloned test6 [\(select new employee\)](#)

Totals displayed in Hours

Display in Days

Sick	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Balance From Prior Month	0					0	8	16	24			
Earned During Month						8	8	8	8			
Adjustments						0	0	0	0			
Sub Total						8	16	24	32			
Used During Month						0	0	0	8			
Final Adj						0	0	0	0			
Balance at end of Month						8	16	24	24			
Vacation	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Balance From Prior Month	0					0	0	6.64	13.28			
Earned During Month						0	6.64	6.64	6.72			
Adjustments						0	0	0	0			
Sub Total						0	6.64	13.28	20			
Used During Month						0	0	0	0			
Final Adj						0	0	0	0			
Balance at end of Month						0	6.64	13.28	20			
Adjustment						Adjust	Adjust	Adjust	Adjust			
Vac Override												

- The 90-day employment requirement will be tracked in the e210 system.
 - E210s for bargaining unit staff are not available until after 90 days of employment

- Once you confirm that MDSS is available in the e210 system, enter the MDSS code in e210 and in Kronos

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Position Transfers and Terminations

Position Transfers

- MDSS balances will be moved from a termed PERNR to an active PERNR, if one exists
- MDSS will not be transferred between active assignments
 - These transfers will happen in Central HR (Payroll or HR Business Services).

Position Terminations

- Sick and safe leave is not paid out at termination, but will be reinstated if the employee returns to employment in the State of Maryland within 37 weeks (259 calendar days).

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Important Links

- [Maryland Sick and Safe Leave Policy](#)
- [Maryland Sick and Safe Leave FAQ's](#)

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Who to contact with questions?

- HRBusinessServices@jhu.edu or 443-997-2157