JOHNS HOPKINS
UNIVERSITY & MEDICINE

THE SUPERVISOR'S GUIDE TO MANAGING MARYLAND SICK & SAFE LEAVE FOR HOURLY PAID STAFF AND STUDENTS

Last revised: April 5, 2023

TABLE OF CONTENTS

（1） **Maryland Sick and Safe Leave Overview for Hourly Paid Staff and Students**

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 hourly paid staff or student:

- 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

2 **Managing Leave in SAP**

All active JHU personnel assignments in the State of Maryland will be evaluated to determine MDSS eligibility

- Be sure that SAP has the correct weekly hours on the planned working time infotype (7) to ensure that your employee or student is appropriately eligible for the accrual of leave.

- Weekly hours that equal <u>at least</u> 8 hours across all active Maryland assignments will trigger MDSS eligibility (*not the hours that are entered on the weekly timesheets*)

- All leave earned will be evenly distributed into the accrual banks for all active Maryland pernrs (absence quotas – Infotype 2006). This is why it is important to term assignments that are not active.

3 **Leave Availability**

Eligible staff and students can access their sick and safe leave balance in Employee Self Service (ESS)

- The total hours available will be seen in ESS even if they were earned on concurrent assignments.

Valid for Personnel Assignments: GRAD STUDENT ▮▮▮▮▮ (Active)

| All Types | ▾ | 10/5/2021 | 🗓 | Display |

Leave Type	From	To	Balance	Balance Available
Sick and Safe Leave	1/5/2021			47.63 HOURS

Exit

☑ There are no Customizing settings for ongoing requests for employee ▮▮

Supervisor's should receive confirmation from the employee if the hours being requested exceed the hours available on the pernr in their department.

- **Here is an overview of all of the balances on the individual assignments (concurrent employment)**

- **The 90-day employment requirement will be tracked in SAP on Infotype 19: Monitoring of Tasks**

- **The MD Probationary task type is only entered on hourly assignments and will not allow access to MDSS until the 90-day employment requirement is met.**

4 Absence Quotas

Leave Balances are stored in SAP and can be viewed on Infotype 2006: Absence Quotas.

- **There will be an absence quota record for each assignment (PERNR).**
- **Only active hourly assignments in the State of Maryland will accrue MDSS.**

Overview Absence Quotas (2006)

Choose							
Pers. No.	▓▓▓	Pers.Assgn	▓▓▓▓▓▓▓▓				
Name	▓▓▓▓▓▓▓▓▓	Position	Standardized Patient 17		Active		
EE group	5 Casual / On Call	PersArea	UN02	School of Medicine			
EE subgroup	25 S1 Hrly Non-Exmpt	PSubarea	U005	Staff-Admin			
Choose	03/01/2023 To 05/31/2023	STy.					

Absence Quotas

	Start Date	End Date	Ab...	Quota text	Start ded	End ded.	Number	Deduction
	05/01/2020	12/31/9999	30	Sick and Safe Leave	05/01/2020	12/31/9999	18.51000	0.00000

> **Available balance is number minus deduction**

Leave balances can also be viewed via transaction PT50 which is entered in the transaction box on the SAP Easy Access screen in ECC.

Quota Overview

🔄 🗒 Time evaluation   🖩 Projection   👥 Selection

Personnel No.	▓▓▓		Pers.Assgn	▓▓▓▓▓▓▓		
Name	▓▓▓▓	▓▓▓		Position	Standardized Patient 17	
EE group	5	Casual / On Call		PersArea	UN02	School of Medicine
EE subgroup	25	S1 Hrly Non-Exmpt		PSubarea	U005	Staff-Admin

📅 **Selection dates** ➡ Absence quotas ➡ Accrual information ➡ Attendance quotas

General Overview

Quota type	Entitlement	Remaining	Unit
Absence quotas	18.51000	18.51000	Hours

- **Entitlement is how much has been accrued to date and remaining represents the available balance.**

5 **Leave Usage**

Leave usage is limited to 4 hours per day for students and 7.5 or 8 for casual and limited staff and is based on their work schedule rule.

- **If you try to enter more than the maximum allowed the system will auto correct to the maximum allowed.**

Overview Planned Working Time (0007)

Pers. No.			Pers.Assgn				
Name				Position	Billing Coordinator		Active
EE group	5	Casual / On Call		PersArea	UN02	School of Medicine	
EE subgroup	25	S1 Hrly Non-Exmpt		PSubarea	U005	Staff-Admin	
Choose	01/01/1800		12/31/9999				

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkDys	P	LI	AI
11/04/2019	12/31/9999	40.0 WK	1	25.00	43.33	10.00	2.00	5.00			

> This ee is on a 40 hour WS rule. Will be permitted to charge up to 8 hours of MDSS per day

6 **Recording MDSS**

Once you confirm that the leave is available, enter MDSS as follows:

- **From the SAP Easy Access Window enter CAT2**

- **Select the JHU Profile**

- **Make sure Key Date is accurate or current date**

- **Enter Staff or Student PERNR**

- **Click the Pencil Icon**

Select MDSS from the drop-down menu and enter the leave hours that are being requested. See below:

PSG	A/AType	Att./abs. type text	Start Date	End Date
10	MDSS	MD Sick and Safe Leave	01/01/2020	12/31/9999
10	NREG	Reg_Non FWS Hrs	05/01/2010	12/31/9999
10	OTP	Overtime Premium	01/01/1990	12/31/9999
10	REG	Regular	01/01/1990	12/31/9999

- **Click Save to record the hours**

- **No budget is added; MDSS is charged to the cost center on the payroll record: Base Pay and Labor Distribution (infotype 9027)**

Leave can be requested on any active assignment.

- **Negative balances are allowed on an individual PERNR not to exceed 8 hours as long as MDSS exists on another PERNR. Please work with the employee to limit this to avoid potential payroll delays**

- **Balances will be manually moved between active hourly PERNRs by Payroll Shared Services on a weekly basis if this occurs.**

- **If the employee only has one active PERNR, please do not allow the employee to use more than what is available in their leave bank (Absence Quotas - Infotype 2006).**

- **If there is enough available leave, the system will provide a soft stop error message, but will allow the entry as shown below:**

Rec. order	RecFund	A/AT	Total	MO 0	TU 0	WE 0	TH 0	FR 04	SA 0	SU 0
			19.50	7	7.50	5	0	0	0	0
		MDSS	19.50	7	7.50	5				

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
▓▓▓▓▓▓		04/08/2020	⬤⬤🟢	I	Negative deduction from quota 30

Recording SSL without enough available accrual

If there is not enough available leave, the amount of MDSS will be reduced directly in the CATs system by a payroll team member. This may result in an overpayment.

- **Students/staff will not receive payment for MDSS that is not accrued.**

- **If there is not enough available leave in SAP, the system will provide a hard stop error message, and will not allow the entry. See screenshot below:**

Rec. order	RecFund	A/AT	Total	MO	0	TU	0	WE	0	TH	0	FR	04	SA	0	SU	0
			22.50		7	7.50		8		0		0		0		0	
		MDSS	22.50		7	7.50		8									

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
		04/08/2020	⬤⬤⬤	E	Not enough quota 30 for attendance/absence MDSS on 04/08/2020 f

Staff and students can request leave on any of their active assignments.

- **The full cost of the leave is charged to the assignment (department) where the leave is requested and entered into CATs.**

7 **Position Transfers and Work Location Changes**

MDSS balances will be moved from a termed PERNR to an active PERNR, if one exists

- **Sick and safe leave is transferred if employee converts to a salaried staff position that tracks leave balances in the E210 system**

  - **Clinical associates are excluded as they use paid benefit time and can use that time for sick and safe reasons**

- **Staff with active hourly and salaried positions will accrue MDSS on both assignments**

- **MDSS will not be transferred between assignments that are active in both SAP and the e210 system.**

- **Students who do not physically work in the State of Maryland will retain their sick and safe leave balances as long as they remain employed with JHU.**

8

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).

Terminating casual and student positions is extremely critical.

- **"Active" MD assignments are <u>eligible</u> for leave accrual**
  - **The aggregate total of hours on the planned working time infotype in SAP will drive MDSS eligibility.**
  - **All leave earned is evenly distributed across active assignments at the time the leave is earned.**
  - **The process for moving and transferring leave is cumbersome and can be greatly reduced if concurrent assignments were limited and terminated if the student is not being paid on that assignment.**

<u>Important Links</u>

- **<u>Maryland Sick and Safe Leave Policy</u>**

- **<u>Maryland Sick and Safe Leave FAQ's</u>**

Roles that will provide access to infotypes and transactions referenced in this job aid:

- **HR PA View All**
- **Time Entry**
- **Time Entry TLC**

Who to contact with questions?

If you are a student please contact:
- Your supervisor
- Student Employment

If you are staff please contact:
- Your supervisor
- Your HR representative