



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

Effective January 1, 2021

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Sick and Safe Leave Overview

The Maryland Healthy Working Families Act or Maryland Paid Sick and Safe Leave (SSL) requires that JHU grant at least 1 hour of Sick and Safe Leave for every 30 hours worked for eligible employees up to a maximum of 64 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 SSL, the staff member:

- Must be employed for at least 106 calendar days
- Must average at least 12 hours of work per week

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.



Managing Leave in KRONOS and E210

FT Bargaining Unit staff may begin requesting SSL starting on January 1, 2021 and may utilize up to 64 hours between January 1, 2021 and June 30, 2021.

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

Viewing the E210 header indicates how much SSL has been used for the fiscal year, how much is available and when SSL can be used (if employee's hire date is within 106 days)

Fiscal Year July 2020 - June 2021				Prev Year	Next Year
Name:	Cloned test6	Hire Date:	12/11/2020	Schedule:	TWTFSS
Personnel No:	0006	Jwd ID:	test6	Hours/Day:	8.0
Title:	Animal Facility Assistant	Elig Date:	12/11/2020	Hours/Week:	40.0
Dept:	20199	Employee Group:	1 - Full-time	Personnel Area:	UM02 - School of Medicine
Supervisor:	[REDACTED]	FLSA:	N	Personnel Sub Area:	U009 - Bargaining Unit
State:	MD				
Sick & Safe Month:	8.0 Hours	Sick & Safe FY Balance:	26.0 Hours (as of 12/11/2020)	Flunk Month:	0.0 Days
Vacation Limit:	160 Hours	Hours/Holiday:	8.0 Hours		

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 64 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 106 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 SSL is available in the e210 system, enter the SSL code in E210 and the MDSS code in Kronos

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Position Transfers and Terminations

Position Transfers

- SSL balances will be moved from a termed PERNR to an active PERNR, if one exists
- SSL 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 within 37 weeks (259 calendar days).

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Important Links

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

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Who to contact with questions?

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