

## **SICK AND SAFE LEAVE FREQUENTLY ASKED QUESTIONS**

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Please use this document as a guide to answer Frequently Asked Questions (“FAQ”) related to the use of Sick and Safe Leave (“SSL”) as outlined in Sick and Safe Leave Policy 203.00. The FAQ will be expanded and updated as needed.

**1. How do employees request use of SSL?**

Employees follow the same procedure in place in their departments for requesting use of sick leave. Managers should provide clear instructions to all employees on the proper procedure to request use of SSL.

**2. Are employees required to use SSL when calling out of work?**

Yes, employees must use available SSL when calling out of work or requesting off for permissible reasons as outlined in Policy 203.00.

**3. Can SSL be used instead of vacation or unpaid leave?**

No, the use of SSL is limited to the permissible reasons outlined in Policy 203.00.

**4. Can SSL be used to cover part of a scheduled day?**

Yes. If the employee requests to use SSL for permissible reasons outlined in Policy 203.00 and will only be away from work for part of the scheduled day, the employee will be paid the corresponding hours of SSL.

For example: Mary Smith has a medical appointment one week from today that will cause her to be two hours late for her scheduled day. Mary will be paid 2 hours of SSL for that time away from work.

**5. The definition of “family member” is expanded for use of SSL. Does this affect the definition of “family member” under other policies?**

No, the definition of “family member” will remain unchanged under other policies.

**6. What constitutes documentation to verify appropriate use of SSL?**

Documentation to support the use of SSL includes, but is not limited to:

- a. A doctor’s certification for treatment of the employee or a family member;
- b. A police report indicating the employee or a family member was a victim of domestic violence, sexual assault, or stalking; or
- c. A court order.

**7. How can employees view available SSL balances?**

Employees can view available SSL balances on their pay advices, or by accessing Employee Self Service (“ESS”) at <https://mycity.hagerstownmd.org/MSS/>. For instructions to access ESS, please contact the Human Resources Department.

**8. Can a request to use SSL be denied?**

Yes. Reasons the use of SSL may be denied include, but are not limited to, cases where employees fail to follow proper notification procedures, fail to provide requested documentation, or use of SSL indicates a pattern of abuse.

**9. What happens to SSL to Vacation balances for employees who are already over the 120 hours maximum?**

Employees who have more than 120 hours in their SSL to Vacation balances will be frozen at their current balance and will not be able to participate in additional SSL to Vacation conversion. If SSL to Vacation balances fall below 120 hours, employees will be permitted to participate in SSL to Vacation conversion until the maximum of 120 hours is reached.

**10. Is the use of SSL for family members limited to 5 days for “family sick leave”?**

No. All available SSL balances may be used for a family member provided the request for use of SSL falls under the permissible reasons and managers are properly notified as outlined in Policy 203.00.

**11. Can SSL be used by part time, temporary, or seasonal employees who would normally have the day off without pay (e.g. City holidays)?**

No, SSL cannot be used if an employee is not already scheduled to work.

**12. For part time, temporary, or seasonal employees who work a varying schedule, how will SSL be calculated and paid?**

a. For employees with a set schedule, SSL will cover the hours missed on a particular day. For example: John Doe is scheduled to work 4 hours on Tuesday and calls out of work due to illness. John will be paid 4 hours of SSL for Tuesday.

b. For employees with a varying schedule, SSL will cover the average hours worked per day. For example: Jane Doe works a varying schedule that totals 29 hours per week. Jane requests to use SSL for a day off two weeks from today for several medical appointments for herself and her spouse. Jane will be paid 5.8 hours of SSL for that day.