

1.448 LEAVE AND DUTY STATUS

- A. The Consolidated USMH and UM Policies and Procedures Manual delineates the specifics of the leave system for university employees.
- B. Agency directives relating to leave compliment and expand upon USMH and UM leave directives. Because agency directives devolve from regulations established outside the agency, they are subject to change or interpretation without notice.
- C. All leave must be approved prior to the absence, or after the fact in certain sick leave situations.

1.448.02 Leave Request and Authorization

- A. Employees will not be absent from duty, except as provided in university and agency directives. Employees who are absent without approval are considered to be in the status of "unauthorized absence" (UA).
 - 1. Unauthorized absences will be reported by employees' supervisors, through the chain of command, to the chief.
 - 2. The attendance records of employees who are in UA status should so indicate and should not be confused with legitimate leave of absence with pay.
 - 3. Unauthorized absences will be investigated to determine if officers failed to appear or were AWOL. Investigations dealing with instances of unauthorized absences will be conducted in accordance with **2.900 Complaints & Discipline**.
 - 4. Employees taking leave without sufficient leave balance may be considered to be in a UA status.
- B. It is incumbent on agency administrators and supervisors to arrange work so that employees can actually receive leave to which they are entitled and, whenever feasible, at times requested by employees.
- C. Employees are primarily responsible for monitoring, managing and planning their leave usage. Employees will submit leave requests to unit commanders in advance of the anticipated use.
 - 1. Leave requests for 40 or fewer leave hours should be submitted to unit commanders as soon as the time of expected use is known.
 - 2. Leave requests for more than 40 leave hours should be submitted to unit commanders at least 14 calendar days in advance of the anticipated leave period.
 - 3. Leave requests for more than 120 hours will be submitted through the chain of command to the employees' bureau commander or the chief, as appropriate, for final approval. Leave recommendations processed through the chain of command will include endorsements by supervisors.
 - 4. Leave requests from patrol squad personnel will be submitted electronically through the scheduling software system. Patrol squad supervisors will submit leave requests electronically through the scheduling software system.
 - 5. Leave requests from non-watch personnel will be submitted either on printed leave forms or via e-mail.
- D. Leave requests will be granted on a first-come, first-served basis based on:
 - 1. Agency operational staffing levels and requirements;
 - 2. Prior commitments such as court, training, etc., of requesting officers; and
 - 3. Length of leave periods requested.
- E. The agency is responsible for announcing in a timely manner to all personnel those dates where it is anticipated that operational needs will necessitate either no or fewer leave days being granted.
 - 1. The Special Events Commander is responsible for announcing anticipated no-leave or low-leave dates to the affected units at least four weeks prior to:
 - a. The start of the university's football and basketball seasons; and
 - b. Regularly scheduled major community events for which an additional police commitment is anticipated.

- 2. The Special Events Commander will announce anticipated no-leave or low-leave dates to the affected units as soon as possible when learning of non-regularly scheduled events for which additional police commitments are anticipated.
- 3. Agency personnel are responsible for being aware of agency announced no-leave or low-leave dates and scheduling their leave requests accordingly.
- 4. Leave requests may be granted in exception to agency needs where demonstrated hardships are proven by requesting employees and approved by the employees' bureau commander or the chief.
- F. The Fiscal Services Unit maintains records of:
 - 1. Leave accrued by employees; and
 - 2. Leave taken by employees.
- G. Leave balances are on employees' timekeeping records. Employees are ultimately personally responsible for knowledge of their leave balances, leave management, and accurately documenting leave usage on their time keeping records.

1.448.04 Administrative Leave

The Director of University Human Resources may authorize administrative leave with or without pay as the result of special circumstances and upon recommendation by the chief.

1.448.06 Emergency Conditions: Cancellation of Classes & Release of Employees

- A. Closings of the university and/or release of employees due to emergency conditions, e.g., snow, ice, etc., will be announced through various news media, such as WMAL, WJLA, etc.
- B. The chief has the agency-wide authority to establish agency operational hours and modify essential / non-essential classifications of employees based on the nature of the emergency conditions.
- C. Agency personnel are designated as essential or non-essential personnel according to their assignments within the agency.
 - 1. Employees assigned to patrol squads are essential personnel.
 - 2. Employees assigned to non-watch positions may be designated as non-essential personnel.
 - 3. Bureau commanders or their specifically designated representatives have the authority to designate personnel under their control as essential or non-essential based on staffing requirements or needs.
 - 4. Employees will be informed of their essential or non-essential status, or changes to their status, upon employment, transfer, promotion, or as otherwise appropriate.
- D. Essential personnel are expected to report for their normal tours of duty when the university is closed due to emergencies. Employees on-duty as part of their regular 40 hour work weeks when the university closes due to emergencies will be compensated with administrative leave and salary in accordance with the FLSA.
- E. Employees arriving for scheduled shifts prior to the university closing due to emergencies, or who are on duty and are unaware that the university has closed may become essential as designated by supervisory or administrative personnel and receive compensation according to their FLSA status.
- F. Non-essential employees who are not previously scheduled to report for duty when the university is closed due to emergencies will be paid for hours worked at their regular rate of pay and are not entitled to additional compensation.
- G. When the university is closed prior to the start of non-essential employees' normal shifts, they will receive paid administrative leave for their normal shifts. When the university is closed after the start of non-essential employees' normal shifts, they will be released and will receive paid administrative leave for the remainder of their normal shifts.
- H. Employees who are otherwise non-essential, but who are notified to report for duty because they were called in, paged, etc., will be

appropriately compensated.

1. Employees who are unable to respond because of exigent circumstances remain non-essential and will receive paid administrative leave in accordance with this directive.
 2. Employees who are able to respond become essential personnel and will be compensated in accordance with this directive.
- I. Employees on duty and in an overtime status, e.g., basketball games, when the university is closed due to emergencies will only receive overtime pay or compensatory time for their hours worked in an overtime status.
- J. Employees who do not report for duty prior to the university closing will have their hours of absence charged against previously earned leave.
1. Essential employees who do not report for duty when the university is closed due to emergencies may have their absence charged against previously earned leave and may be subject to appropriate disciplinary actions.
 2. Employees in a prior approved leave status, i.e., on leave that has been approved before declared emergency conditions become effective, will have their absences charged to their pre-approved leave types.
 3. Employees who are on duty, but who request and receive approval to use earned leave prior to the university being closed due to emergencies will have their hours of absence charged against previously earned leave.

1.448.08 Annual Leave

- A. Annual leave is cumulative and based on employment classification and length of service with the state.
- B. Annual leave with pay is available to employees to the extent earned provided that the dates for the leave have been approved.
- C. Leave may be granted generally only to the extent it is accrued and available.
- D. With the approval of the institution's Chief Human Resources Officer (CHRO) or designee, an employee may be advanced 5 days of annual leave provided that no other leave, including personal leave, compensatory leave or sick leave is available to the employee and is appropriate to the purpose of the leave.
- E. The CHRO or designee shall approve the advanced annual leave, provided that it will not significantly impair operations in the employee's unit, and that the employee has demonstrated a substantial need for such leave.
- F. Annual leave, up to a maximum of 400 hours, may be carried over into a new calendar year. Annual leave in excess of 400 hours will be lost at the beginning of the first full pay period of the next calendar year.
- G. Annual leave will be taken in blocks of 1/4 hours, e.g., 3/4, 1 1/4, 6 1/2, 8.

1.448.10 Illness in Employee's Immediate Family Leave

- A. Leave is granted to afford employees the opportunity to care for members of their immediate families. Immediate family members are:
1. Parents of employee or spouse;
 2. Spouses;
 3. Children
 4. Step children;
 5. Grandchildren;
 6. Siblings of employee or spouse;
 7. Grandparents;
 8. Any legal dependant of the employee irrespective of residence; and
 9. Other relatives who are living permanently in employees' households.
- B. Sick leave for instances of illness in employee's immediate family leave will be accounted for, managed, and documented in a similar manner, but separately, as regular sick leave.

- C. Illness in employee's immediate family leave will be taken in blocks of 1/4 hours.

1.448.11 Family Leave Without Pay

- A. The agency complies with directives established by the federal Family and Medical Leave Act (FMLA).
- B. Qualified employees may receive up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. When requested by employees, unpaid leave must be granted:
1. To care for children born into, adopted into, or placed as foster children into employees' families;
 2. To care for employees' spouses, sons or daughters, or parents who have serious health conditions; or
 3. For serious health conditions that make employees unable to perform their jobs.
- C. Employees are eligible for family leave without pay if they have worked for the agency or university for at least one year and for 1,040 hours during the previous 12 months.
- D. Certain kinds of paid leave may be substituted for unpaid leave at the option of employees or the agency.
- E. Employees may be required to provide advance leave notices and medical certifications in order to be granted family leave without pay.
1. Employees must ordinarily provide 30 days advance notice when leave is foreseeable.
 2. The agency may require:
 - a. Medical certificates to support requests for leave because of serious health conditions;
 - b. Second or third opinions at the agency's expense; or
 - c. Fitness for duty reports for employees to return to work.
- F. For the duration of FMLA leave, the agency must maintain employees' health coverage under any group health plan. Employees are responsible for continuing the employees' portion of health coverage premiums.
1. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
 2. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of employees' leave.
- G. The FMLA makes it unlawful to:
1. Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
 2. Discharge or discriminate against persons for opposing practices made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
- H. Requests for family leave without pay will be submitted through the chain of command to the Chief who will make recommendations and forward requests to University Human Resources.

1.448.12 Holiday Leave

- A. All full-time employees will earn eight hours of holiday leave per holiday in every odd pay period with an additional eight hours of leave being earned in pay period 14. An additional eight hours holiday leave will be earned in November during the pay period that the general or congressional election occurs.
- B. Only 40 hours of holiday leave can be carried over into new calendar years. Holiday leave in excess of 40 hours will be forfeited at the end of the calendar year.
- C. Holiday leave will be taken in blocks of whole hours, e.g., 1, 2, 3, 4.
- D. All full-time employees except Sworn police officers, Police Communications Operators, and Security Operations Center employees, will take holiday leave when the holiday is celebrated by the university unless specifically authorized by a bureau commander or the chief.
- E. If an employee, other than a Sworn police officer, Police Com-

munications Operator, or Security Operations center employee, is required by a supervisor to work on a scheduled holiday, the employee may request the scheduling of a substitute holiday. The substitute holiday must be taken within ninety (90) days of the holiday worked or it will be forfeited.

- F. If an employee, other than a Sworn police officer, Police Communications Operator, or Security Operations center employee, volunteers to work on a scheduled holiday, they must use the holiday leave within thirty (30) days of the holiday worked or it will be forfeited.

1.448.14 Jury Leave

- A. Employees who are called to jury duty will be permitted to fulfill their obligations of service without loss of pay or charge against any earned leave balances.
- B. Employees called to jury duty will inform their supervisors of their call.
- C. Where the public interest requires that employees not be absent from duties, the chief will request the appropriate judges to excuse the employees.
- D. On the next business or duty day following receipt of jury duty notice, employees will provide the agency with copies of corroborating documents when called to jury duty.
- E. If, after reporting for jury duty, employees are determined not to be required and are dismissed for the day, if time permits, employees are required to return to service with the agency or, with supervisory or administrative approval, take their own accrued leave for the balance of their tours of duty.
- F. Jury leave will be taken in blocks of whole hours.

1.448.16 Subpoenas

- A. Employees summoned to appear in court actions, grand juries, administrative proceedings, or for dispositions outside the scope of their positions with the agency and are neither parties to the actions nor paid witnesses, may be absent from duty without loss of pay or charge to any earned leave balances. However, employees summoned to appear as the result of secondary employment will have their absences charged to accrued leave or leave without pay.
- B. If employees are paid for their services as witnesses, then their absences may be charged against their accrued leave or as leave without pay. If employees merely receive nominal court witness payments, then they may endorse the checks to the university and not have the period charged against accrued leave.
- C. Employees will provide the agency with copies of corroborating documents in reference to any summons, grand jury, administrative proceeding, or disposition on the next business or duty day following receipt of any applicable documents.

1.448.18 Military Leave

- A. Employees who are members of the organized militia are entitled to paid leave of absences for military duties for a maximum of 120 hours per year as military leave.
- B. On the next business or duty day following receipt of any applicable documents, employees will provide the agency with copies of military orders.
- C. Military leave will be taken in blocks of whole hours.
- D. Employees who are on active military duty should refer to the **USM VII – 7.23 Policy on Military Leave With Pay for Exempt and Nonexempt Staff Employees on Regular Status** for compensation, benefits, and other leave information.

1.448.19 Military Deployment

- A. Employees who are members of the organized militia may be activated for military deployment.
- B. These employees are responsible for notifying the agency as soon as military orders are received in order for the agency to plan for

deployment that exceeds 90 days. This will allow the agency and employee to plan for pre-deployment, deployment, and post deployment activities.

- C. The agency point of contact for employees on military deployment is the employee's bureau commander. The appropriate bureau commander will schedule an exit interview with the affected employee pre-deployment that will include the Chief of Police or his/her designee.
- D. The Human Resources point of contact for employees who are deployed is the Fiscal Services Unit Manager and/or the Support Services Bureau Commander.
- E. Agency owned equipment (i.e. firearm, rifle, OC Spray, baton, etc.) will be turned in to the lead Firearms Instructor for safekeeping before deployment. This equipment will be returned to the employee post deployment.
- F. When an agency employee returns from deployment, the appropriate bureau commander will schedule in-processing for reintegration into the agency and an interview with the Chief of Police or his/her designee. The agency may consider assistance from the Faculty Staff Assistance Program, agency psychologist, or other outside resources upon return of deployment for agency employees. Officers returning from combat deployment are required to have a psychological screening by an MPTC approved psychologist.
- G. Bureau commanders of affected employees will coordinate initial and/or refresher training, weapons requalification, and step for reintegration with the Training Unit upon an employee's return from active duty. The Training Unit will ensure all certifications are up to date before the employee is returned to their assignment.
- H. Bureau commanders will maintain lines of communication with deployed employees as appropriate and as necessary.

1.448.20 Personal Leave

- A. All employees have 24 hours of personal leave available per calendar year. Personal leave is non-cumulative, is not carried forward from one calendar year to the next, and is not compensated at the termination of employment.
- B. Personal leave will be taken in blocks of 1/4 hours.

1.448.22 Compensatory Leave (Comp Time)

- A. Compensatory leave is a form of overtime compensation awarded to employees for working in excess of their normal 40 hour work weeks. Employees must receive preapproval by supervisory or administrative personnel in order to earn compensatory leave.
- B. FLSA non-exempt employees are eligible to receive compensatory leave when agency authorized duties cause them to work over their normal 40 hour workweek.
1. Employees may volunteer, but cannot be ordered, to receive compensatory leave in lieu of cash payment for overtime if it is offered by the agency.
 2. Compensatory leave in lieu of cash overtime is earned at a rate of 1:1.5 times the hours worked.
 3. Employees are encouraged, but not mandated, to utilize compensatory leave within one year from the date it is earned.
 4. The agency may elect, at any time, to pay out employees' compensatory leave balances.
 5. Compensatory leave balances are carried forward from one calendar year to the next and remain valid until employees are properly compensated for it.
 6. Employees will be compensated for all hours of accumulated compensatory leave upon separation from university service.
- C. FLSA exempt employees are eligible to receive compensatory leave when agency authorized duties cause them to work over their normal 40 hour workweek.
1. Employees are eligible to receive only compensatory leave in lieu of cash payment for overtime if it is offered by the agency.

2. Compensatory leave is earned at a rate of 1:1 the hours worked.
 3. Employees are encouraged to utilize compensatory leave as soon as possible. Compensatory time not used within one year from the date it is earned may be lost.
 4. The agency may elect, at any time, to pay out employees' compensatory time balances.
 5. Compensatory leave balances are carried forward from one calendar year to the next.
 6. Upon separation from university service, employees may be compensated for no more than two days of compensatory time earned and unused during the six months preceding the date of separation.
- D. Compensatory leave will be taken in blocks of 1/4 hours.

1.448.24 Sick Leave

- A. Sick leave is designed to provide paid leave when employees or their immediate family members are sick, disabled, injured, or need to attend necessary medical appointments.
- B. Employees will not abuse sick leave.
- C. Employees may be required by the chief or designee to submit to physical examinations by a university designated physician to determine fitness for duty.
- D. There is no maximum accumulation level for sick leave.
- E. The sick leave rate of accrual equals 120 hours a year.
- F. Upon separation from university service, employees will have unused sick leave converted to count toward service credit with the university at the rate determined by University Human Resources. Unused sick leave is not converted to cash payment.
- G. Employees are allowed to utilize sick leave when they are unable to report for their regular tours of duty as the result of:
 1. Their own illnesses or non-duty related injuries;
 2. Duty related illnesses or injuries prior to approval of accident leave;
 3. Illness in employees' immediate families consistent with **1.448.10**;
 4. Medical appointments; or
 5. Deaths in employees' immediate families consistent with **1.448.44**;
- H. Sick leave will be taken in 1/4 hour blocks.
- I. Employees calling in sick for assigned duties that do not occur during their normal assigned tours of duty are not required to take sick leave.
- J. Employees may use on a continuous basis earned leave (sick, annual, and personal leave), advanced sick leave, extended sick leave, leave granted through the leave reserve fund, or unpaid family medical leave, as needed for personal illnesses.
- K. Employees may request that illnesses, injuries, or disabilities occurring during periods of annual or personal leave be charged to sick leave. Verification may be required by bureau commanders or the chief.
- L. Employees are encouraged to schedule medical appointments so as not to conflict with work schedules.
- M. Employees who sustain a temporary, recoverable illness, injury or serious disability or is eligible for parental leave under the University's policy on Parental Leave (VII-7.49 Policy on Parental Leave and other Family Supports for Staff) may request advance use of sick leave subject to the following conditions:
 1. The employee shall have exhausted all other types of accrued leave; and
 2. The employee shall have a satisfactory record of sick leave usage and work performance.
- N. The use of advanced sick leave constitutes a debt for which must be repaid. Upon return to work, the minimum rate of payback for advanced sick leave shall be at one-half the rate that sick and annual leave is earned. Supervisors should notify the Fiscal Services Manager when employees return to work who have been in

the advanced sick leave status to facilitate repayment of the advanced leave.

1.448.31 FOP Leave

- A. FOP leave is designed to provide paid leave to employees to conduct Union business including, but not limited to, the investigating and processing of grievances, meetings with management, off-campus FOP business, and collective bargaining negotiations.
- B. Employees will not abuse FOP leave.
- C. Employees are required to obtain supervisory approval prior to asking for permission to use FOP leave to conduct union business.
- D. Supervisory Approval shall be based on staffing and business needs and shall not be unreasonably withheld.
- E. Once the supervisor has approved the request for FOP leave, the request will be forwarded to the FOP Executive Board for approval.
- E. A total of 500 hours of paid leave per contract year will be allowed.
- F. FOP leave will be taken in 1 hour blocks.
- G. The Human Resources Unit will be responsible for tracking the FOP leave usage each contract year.

1.448.32 Medical Certificates

- A. Employees may be required by any agency supervisor or administrator to provide medical certificates verifying uses of sick leave, family leave, advanced sick leave, or extended sick leave for any work related assigned duty (i.e. court, special events, etc).
- B. Employees will be required to provide documentation from a certified medical practitioner when they accumulate 7 unrelated sick calls that are either personal or family sick leave calls. Personal sick leave use and family sick leave use includes calling in sick for shift, special events, court, or other overtime assignments. Employees who accumulate 7 unrelated sick calls in a 12 month period will be required to provide documentation from a certified medical practitioner for each subsequent instance of sick leave for a period of 12 months. At the end of the 12 month period, the note status will be reevaluated by a supervisor.
- C. Employees that accumulate a combined total of 10 instances of unrelated sick calls of personal and family sick leave in a 12 month period will be required to provide documentation from a certified medical practitioner for each subsequent instance of personal or family leave for a period of 12 months. At the end of the 12 month period, the note status will be reevaluated by a supervisor.
- D. Employees may be required by the chief or designee to submit to physical examinations by a university designated physician to determine fitness for duty.
- E. Medical certificates should not generally be required for usages of sick leave when employees are calling in sick for any work related assigned duty.
- F. When possible, employees should be informed in advance when medical certificates will be required.
- G. Sick leave verification orders for other than advanced or extended sick leave or to care for ill or injured immediate family members will be based on indicators that include, but are not limited to:
 1. Employees appear unable to perform their job responsibilities due to illness, injuries, or other disabilities;
 2. Employees complain of medical conditions for which they have not sought appropriate medical attention;
 3. Employees have provided medical certificates in the past, but certificates do not contain information required in **H.**;
 4. There are patterns of absences;
 5. There are reasons to believe employees are not sick based on observations or other relevant evidence;
 6. Employees are using more sick leave than is needed or verified for medical appointments; and
 7. Employees' absences negatively impact their job perfor-

mance.

- H. Medical certificates are required for return to duty following either work or non-work related injuries.
- I. Medical certificates are required every two weeks for accident leave.
- J. Medical certificates must be originals (not copies), signed by accredited Christian Science practitioners or licensed or certified medical providers authenticating periods of sick leave usage. Certificates must contain the:
 - 1. Dates of illnesses or injuries;
 - 2. Diagnosis;
 - 3. Prognosis;
 - 4. Any duty and/or physical limitations; and
 - 5. Next appointment date, anticipated duration of the illness, or date the employee may return to duty.
- K. Originals of medical certificates may be attached to employees' time cards or submitted to the Health Services section of the Health Center. Copies may be provided by employees to their unit commanders or the Fiscal Services Unit. Employees must inform the Fiscal Services Unit when they submit medical certificates to Health Services. The Fiscal Services Unit will contact Health Services to ensure that medical certificates fulfilling agency directives have been submitted.
- L. Failure to provide medical certificates when required will result in the leave being recorded as leave without pay or unauthorized absence (AWOL) and may result in disciplinary action.

1.448.34 Employee's Responsibility – Sick Leave

- A. In order to call in sick, all employees will call Communications on a recorded line and provide information that includes, but is not limited to the:
 - 1. Types of duty from which they will be absent;
 - 2. Expected duration of absences;
 - 3. Nature of illnesses, injuries, etc., necessitating their absences;
 - 4. Names of employees' unit commanders;
 - 5. Names of any applicable OICs of special events, training, or hearings; and
 - 6. Phone numbers where employees can be reached.
- B. Employees are required to call in sick each day unless prior arrangements have been made with their unit commanders.
- C. Employees assigned to non-watch duties will also attempt to notify their immediate supervisors of their illness as soon as practical. Notification may consist of leaving the necessary information using their supervisor's voice mailbox.

1.448.36 Communications Responsibility – Sick Leave/Sick Call

- A. Communications personnel will:
 - 1. Collect and send required information via e-mail to the Sick Call email group utilizing the Sick Call form;
 - 2. Make notifications to affected unit commanders, and any applicable OICs of special events, training, or hearings.
- B. If employees calling in sick are assigned to patrol squads, Communications personnel will notify the on-duty Patrol Commander who will check staffing strengths based on patrol requirements and make notifications as needed to ensure staffing requirements are met.
- C. If employees calling in sick are assigned to special events, training, or hearings, Communications personnel will, as applicable:
 - 1. Make notifications to the Special Events Commander and OICs of special events, training, or hearings; and
 - 2. Notify Police Services Bureau Commander if affected commanders cannot be contacted.
 - 3. Collect and send required information via e-mail to the Sick Call email group utilizing the Sick Call form.
- D. If employees calling in sick are assigned to Communications, Communications personnel will:

- 1. Check Communications staffing strength;
 - 2. Notify Communications Supervisors; and
 - 3. Notify Support Services Bureau Commander if PCO personnel cannot be contacted.
- E. If employees are calling in sick for Court, Communications Personnel will:
 - 1. Gather information and make notifications consistent with 2.414.40 Reporting Sick for Court Dates;
 - 2. Collect and send required information via email to the Sick Call email group utilizing the Sick Call form.

1.448.38 Supervisor's Responsibility – Sick Call

Supervisors will:

- A. Monitor employee's uses of sick call;
- B. Copy, for unit files, medical certificates before forwarding originals to Fiscal Services;
- C. Ensure that sick leave is appropriately recorded on employees' Time Keeping Records;
- D. Inform the chief, through the chain of command, of instances when it is suspected that employees are abusing sick call or when necessary to assure medical attention for employees; and
- E. Inform the Fiscal Services Unit, through the chain of command, of instances when employees are injured or contract serious or extended illnesses.

1.448.42 Accident Leave

- A. Accident leave is available only to those employees who are appointed on a permanent basis and who are otherwise eligible for leave.
- B. Accident leave is leave with pay that is granted to employees who sustain injuries or occupational diseases that are determined to:
 - 1. Be compensable according to the Maryland Workers' Compensation Law; and
 - 2. Have occurred in the actual performance of job duties.
- C. See also **1.450 Accident Leave Management**.

1.448.43 Union Business Leave

- A. Union Business leave is designed to provide paid leave to non-exempt and exempt bargaining unit employees to conduct Union business including, but not limited to, the investigating and processing of grievances, meetings with management, off-campus union business, and collective bargaining negotiations.
- B. Employees will not abuse Union Business leave.
- C. Non-exempt and exempt bargaining unit employees are required to request approval for this leave at least 7 days in advance and this leave request must be submitted by the Union to the Director of University Human Resources for approval.

1.448.44 Bereavement Leave

- A. A maximum of three days, or five days if overnight travel is involved, may be charged to bereavement leave for employees in the event of the death of any member of the employee's immediate family. The immediate family is defined as the spouse, mother, mother's current spouse, father, father's current spouse, mother-in-law, father-in-law, grandmother, grandfather, or a grandchild (or great-grandmother, great-grandfather or great-grandchild) of the employee or the spouse, son, stepson, son-in-law, daughter, daughter-in-law, foster child still living with the employee, brother or sister of the employee, brother-in-law, sister-in-law, or any relative permanently living in the immediate household of the employee at the time of death.
- B. A maximum of one day may be charged to bereavement leave for employees in the event of the death of employees' or spouses':
 - 1. Aunts or uncles; or
 - 2. Nephews or nieces;
- C. If additional time is required by employees, supervisors will make reasonable efforts to allow employees to take other accrued leave

for this purpose.

- D. Corroborating documentation of deaths will be provided by employees to the Fiscal Services Unit and noted in the notes section of the employees timecard on the next business or duty day in which the employee works.
- E. This leave does not draw from any leave bank balances.

1.448.45 Job Steward Leave-Exempt Union/Job Steward Leave Non-Exempt Union

- A. Job Steward leave is designed to provide paid leave to non-exempt and exempt bargaining unit employees to conduct Union business including, but not limited to, the investigating and processing of grievances, meetings with management, and new employee orientation.
- B. Employees will not abuse Job Steward leave.
- C. Non exempt and exempt bargaining unit employees are required to obtain supervisory approval prior to asking for permission to use Job Steward leave to perform Job Steward duties.

1.448.46 Professional Development Leave

- A. Professional Development leave is designed to provide paid leave to non exempt and exempt bargaining unit employees to conduct professional development.
- B. Each Non-exempt and Exempt bargaining unit employee may be granted, by each Union's sole discretion, Professional Development day(s) each contract year. Employees should review their bargaining agreement to determine how many days of leave they are entitled to receive.
- C. Professional Development days may not carry over from contract year to contract year.
- D. Employees will not abuse Professional Development leave.
- E. Non-exempt and exempt bargaining unit employees must send requests to their union representative. The request then comes directly from the Union to University Human Resources. Requests must be made at least 15 days in advance of use of this leave and no more than 40 employees will be off on any given day.
- F. This leave does not draw from any leave bank balances.

1.448.48 Critical Care Leave

- A. Critical Care leave is designed to provide paid leave when employees or their immediate family members (except for members of the FOP sworn police bargaining unit) are sick, disabled, injured, and absence is related to a critical illness or injury.
- B. Critical Care leave can be used in situations when:
 - 1. An employee, employee's spouse, or employee's parent or employee's child lives with the employee; and
 - 2. The employee's absence is related to a critical injury or illness of the employee, employee's spouse, employee's parent or child that lives with the employee.
- C. Employees can use up to 15 additional days of accrued Sick Leave to tend to the family member after making an application through University Human Resources.
- D. Critical Care leave can be combined with the 15 days of Sick Leave – Immediate Family for a total of 30 days or if you have used 15 days of Sick Leave – Immediate Family already, you can be granted up to 15 additional days to deal with the Critical Care episode.
- E. Critical Care leave will be taken in 1/4 hour blocks.

1.448.50 Parental Leave

- A. Parental leave is intended to support eligible staff in balancing work and family demands during and after the birth or adoption of a child through measures to promote a "family-friendly" environment consistent with **UMD Policy on Staff Parental Leave and Other Family Supports VII-7.49A**.
- B. Each eligible staff employee shall be assured a period of up to twelve (12) work weeks (60 continuous workdays) of paid paren-

tal leave to care for a new child and is applicable for the six (6) month period following:

1. the birth of a newborn;
 2. the recent placement of a child for adoption under the age of six (6).
- C. To be eligible for parental leave, the staff member must have been employed by the institution for six (6) months.
 - D. The parental leave assurance is inclusive of all accrued annual leave and personal leave available to the employee, as well as holiday leave for any/all holidays observed during the leave period. Employees may not use their accrued sick leave or compensatory leave during the paid parental leave period.
 - E. The employee must have a satisfactory record of sick leave usage and satisfactory work performance to be eligible for parental leave.