

Montgomery County, Maryland  
**EARNED SICK AND SAFE LEAVE LAW**  
Montgomery County Code  
Chapter 27 Human Rights and Civil Liberties, Article XIII

**EFFECTIVE OCTOBER 1, 2016**

Revised November 9, 2016

### How is Earned Sick and Safe Leave Accrued?

An employee must accrue paid leave before accruing unpaid leave in a calendar year. Paid earned sick and safe leave must accrue at a rate of at least 1 hour for every 30 hours an employee works in the County.

### An employer with FEWER THAN 5 EMPLOYEES:

- ✓ Must provide each employee with both paid and unpaid sick and safe leave for work performed in the County.
- ✓ Must not be required to allow an employee to:
- ✓ Earn more than 32 hours of paid earned sick and safe leave and 24 hours of unpaid earned sick and safe leave in a calendar year; or
- ✓ Use more than 80 hours of earned sick and safe leave in a calendar year.

### An employer with 5 OR MORE EMPLOYEES must not be required to allow an employee to:

- ✓ Earn more than 56 hours of earned sick and safe leave in a calendar year; or
- ✓ Use more than 80 hours of earned sick and safe leave in a calendar year.

### Permitted Uses of Earned Sick and Safe Leave:

- ✓ To care for or treat the employee's own illness (mental or physical), injury, or health condition.
- ✓ To obtain preventative medical care for the employee or their family member.
- ✓ To take care of a family member with an illness (physical or mental), injury, or health condition.
- ✓ When the employee's place of business or when the employee's family member's school or child care center has been closed by order of a public official due to a public health emergency.
- ✓ To care for a family member if a health official or health care provider determined the family member's presence in the community, due to exposure to a communicable disease, would jeopardize the health of others.
- ✓ Due to domestic violence, sexual assault, or stalking against the employee or the employee's family member. Leave must be used for medical attention, services from a victim services organization, legal services, or during the time that the employee has temporarily relocated.
- ✓ For the birth of a child or for the placement of a child with the employee for adoption or foster care.
- ✓ To care for a newborn, newly adopted, or newly placed child within one year for a newborn or adoption or placement.

**An employer may not retaliate against an employee for exercising the rights granted by the Sick and Safe Leave Article.**



*If you think you have been subjected to a violation of any rights granted by the Earned Sick and Safe Leave Article, please contact:*

Montgomery County Office of Human Rights  
21 Maryland Avenue, Suite 330, Rockville, Maryland, 20850  
240-777-8450, [www.montgomerycountymd.gov/humanrights](http://www.montgomerycountymd.gov/humanrights)





# Montgomery County, Maryland EARNED SICK AND SAFE LEAVE LAW



Montgomery County Code, Chapter 27 Human Rights and Civil Liberties, Article XIII

**EFFECTIVE OCTOBER 1, 2016 (Revised November 9, 2016)**

## *Facts You Need To Know*

### 1. What is earned sick and safe leave?

Earned sick and safe leave means paid leave away from work that is provided by an employer and can be used for the purposes described in the law. Earned sick and safe leave includes paid time off that can be used by the employee for any purpose.

### 2. What can earned sick and safe leave be used for?

An employee may use earned sick and safe leave:

- (1) to care for or treat the employee's mental or physical illness, injury, or condition; (i.e. child birth)
- (2) to obtain preventive medical care for the employee or the employee's family member;
- (3) to care for a family member with a mental or physical illness, injury, or condition;
- (4) if the employer's place of business has closed by order of a public official due to a public health emergency;
- (5) if the school or child care center for the employee's family member is closed by order of a public official due to a public health emergency;
- (6) for the birth of a child or for the placement of a child with the employee for adoption or foster care;
- (7) to care for a newborn, newly adopted, or newly placed child within one year for a newborn or adoption or placement; or;
- (8) to care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease; or
- (9) if the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used:
  - (A) by the employee to obtain for the employee or the employee's family:
    - (i) medical attention needed to recover from a physical or psychological injury due to domestic violence, sexual assault, or stalking;
    - (ii) services from a victim services organization related to the domestic violence, sexual assault, or stalking;
    - (iii) legal services, including preparing for or participating in a civil or criminal proceeding related to the domestic violence, sexual assault, or stalking; or
  - (B) during the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.

### 3. How much leave must an employee receive?

An employee must earn 1 hour for every 30 hours worked in the County up to 56 hours in a year.

- (1) An employer with 5 or more employees must provide paid leave.
- (2) An employer with less than 5 employees must provide 32 hours of paid leave and 24 hours of unpaid leave.

### 4. How much leave can an employee use in one year?

An employee can use up to 80 hours in a year.

### 5. Can an employee carryover unused leave into the next year?

YES, up to 56 hours of leave can be carried over, unless an employer awards the full amount of leave that the employee would earn over the year at the beginning of the year.

If an employee uses more leave than the employee has accrued when leaving employment, an employer may deduct the amount paid for the unearned leave from the employee's final wages if the employee signed a document agreeing to the deduction.

**6. Who is covered?**

A person who regularly works in the County more than 8 hours each week, including a domestic worker, for an employer that employs 1 or more persons in the County in addition to the owners. An employer includes the County government, but not the federal, state, or any other local government. The law does not cover an independent contractor or a person who does not have a regular work schedule.

An employer must permit a probationary employee to earn leave during an initial 90-day probationary period, but may prohibit the employee from using the leave during the 90-day probationary period.

**7. Is an employee who is paid on Commission only covered by this under the Sick and Safe Leave Law?**

NO.

**8. Can an employer provide more earned sick and safe leave than required in the law?**

YES, these are minimum standards.

**9. If an employer currently provides more than 56 hours of vacation leave or paid time off each year, does the employer have to also provide additional earned sick and safe leave?**

NO. As long as the leave can be used for the purposes described in question 2 above, an employer does not have to provide additional earned sick and safe leave.

**10. How much does an employer need to pay an employee for earned sick and safe leave used?**

The employee must be paid at the same rate and with the same benefits as the employee normally earns. A tipped employee must be paid at least the County minimum wage.

**11. In what increments can the employee take leave?**

An employee must be permitted to take leave in 4-hour increments or the smallest increment that the employer's payroll system uses to account for absences or work time, whichever is smaller.

**12. Does an employer need to provide the employee with a written statement of earned leave?**

YES, but an employer may satisfy this requirement through an online system where the employee can access his or her own leave balance.

**13. Can an employer require documentation for use of leave?**

YES, if an employee uses more than 3 consecutive days.

**14. How long must an employer keep records of earned sick and safe leave?**

3 years.

**15. Must an employer pay an employee for unused leave when the employee leaves?**

NO.

**16. Must an employer reinstate unused leave if the employee returns to service?**

YES, if the employee returns within 9 months unless the employee would not be eligible for unemployment benefits due to leaving voluntarily without good cause.

**17. How does an employer calculate a year to determine leave earned and used if the employer's fiscal year is not set up on a calendar year basis?**

Although the law uses the term "calendar year," an employer can set up leave benefits on a 12-month period beginning on any date during the year. For example, if the employer begins a fiscal year on July 1, a leave earning year will be considered from July 1 to June 30.

**18. How is the law enforced?**

The Montgomery County Office of Human Rights is responsible for enforcement. An employee can file a complaint with them.