

POLICY

SUBJECT: Annual Leave
NUMBER: HR-419-18
APPLICABLE TO: All DJS Employees

APPROVED: _____ /s/ signature on original
Sam Abed, Secretary
DATE: _____ 7/30/18

- I. POLICY**
The Maryland Department of Juvenile Services (DJS) adheres to all Maryland laws and regulations that concern or otherwise relate to its employees' entitlement to and usage of annual leave.
- II. AUTHORITY**
- A. Md. Code Ann., Human Services, §§ 9-203 and 9-204
 - B. Md. Code Ann., State Personnel and Pensions, Title 9, Subtitle 3.
 - C. COMAR 17.04.11.04
 - D. American Correctional Association (ACA) Standard, 4-JCF-6D-01
- III. DIRECTIVES/POLICIES RESCINDED**
None
- IV. FAILURE TO COMPLY**
Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.
- V. STANDARD OPERATING PROCEDURES**
Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	July 30, 2018

PROCEDURES

SUBJECT: Annual Leave
NUMBER: HR-419-18
APPLICABLE TO: All DJS Employees

APPROVED: _____ /s/ signature on original
Lynette Holmes, Deputy Secretary
DATE: _____ 7/25/18

- I. PURPOSE**
To provide guidelines for an employee to use when requesting annual leave.
- II. DEFINITIONS**
None – definitions provided in Maryland law or regulation.
- III. PROCEDURES**
- A. Eligibility for and Earning Annual Leave
Management of annual leave shall be conducted in accordance with Maryland law and regulations.
- B. Use of Leave
1. The employee must submit the request for leave to their supervisor for approval. If the employee is requesting less than 8 hours, the employee must submit the request in writing to their supervisor. If the employee is requesting 8 or more hours, the employee must submit the request through Workday or in writing. The supervisor shall approve or disapprove the request within one (1) week in writing.
 2. The employee shall request Annual Leave as far in advance as possible, but at least by the close of the employee’s previous shift, to permit the supervisor to schedule appropriate coverage as necessary. When conflicts arise, the supervisor shall make the final decision based on seniority which shall be fairly and consistently applied.
 3. Each eligible employee is responsible for reporting all Annual Leave taken during a bi-weekly pay period through Workday or a timekeeping device approved by management.

4. Supervisors, upon approving an employee's time are confirming that the use of Annual Leave is accurately recorded as reported by the employee and, when required, the appropriate documentation is attached.

C. **Timekeeping Record**

Upon receipt of the Timekeeping Record, the Payroll Unit will:

1. review the time sheet for accuracy and completeness and contact the employee or supervisor if corrections are necessary;
2. verify in the employee's official leave record all Annual Leave used;
3. credit earned Annual Leave to the employee's official leave record; and
4. correct all Annual Leave errors within one pay period.

D. The DJS Payroll Unit will manage, track, and maintain records on all annual leave earned and used by permanent employees.

E. Each Office/Region/Facility within DJS shall work with the Office of Human Resources (OHR) to ensure the fair, equitable, and consistent application of this policy.

IV. RESPONSIBILITY

Administrators are responsible for implementation and compliance with this procedure within 30 days of issuance.

V. INTERPRETATION

The Deputy Secretary for Support, with the concurrence of the Secretary, may approve exceptions to this policy that are consistent with the requirements of applicable State laws, regulations, and guidelines.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. MARYLAND LAW/REGULATION REFERENCES

- Md. Code Ann., State Personnel and Pensions, Title 9, Subtitle 3.

See at:

- [State Personnel & Pensions §9-301](#)
- [State Personnel & Pensions §9-302](#)
- [State Personnel & Pensions §9-303](#)
- [State Personnel & Pensions §9-304](#)
- [State Personnel & Pensions §9-305](#)
- [State Personnel & Pensions §9-306](#)
- [State Personnel & Pensions §9-307](#)
- [State Personnel & Pensions §9-308](#)
- [COMAR 17.04.11.04](#)
- [DBM Leave Information](#)

IX. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Annual Leave
NUMBER: HR-419-18
APPLICABLE TO: All Employees

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.