

POLICY

SUBJECT: Personal Leave
NUMBER: HR-427-18
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 personal leave.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204.
- B. Md. Code Ann., State Personnel and Pensions Article, Title 9, Subtitle 4
- C. COMAR 17.04.11.09
- 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 DIRECTIVES/POLICIES RESCINDED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.	7/30/18

PROCEDURES

SUBJECT: Personal Leave
NUMBER: HR-427-18
APPLICABLE TO: All DJS Employees

APPROVED: /s/ signature on original
Lynette Holmes, Deputy Secretary
DATE: 7/23/18

I. PURPOSE

To provide guidelines for employee eligibility and use of personal leave in accordance with Maryland statute and regulations.

II. DEFINITIONS

None – definitions provided in statute and regulation.

III. PROCEDURES

A. Granting and Eligibility

1. Employees are entitled to personal leave in the amount and in the manner provided by Subtitle 4 of Title 9 of the State Personnel & Pensions Article of the Maryland Code.
2. Personal Leave shall be requested as far in advance as possible to permit the supervisor to schedule appropriate coverage wherever necessary.
 - a. For non-mandated staff, the use of Personal Leave requires notice within 30 minutes prior to the employee's designated start time to use Personal Leave.
 - b. For mandated staff, the use of Personal Leave requires notice within two (2) hours prior to the employee's designated start time to use Personal Leave.
3. When conflicts arise, the supervisor will make the final decision based on the critical need of staff in the employee's unit.
4. Each eligible employee is responsible for reporting all Personal Leave used during a biweekly pay period on their Timekeeping Record.

B. Use

1. Eligible employees are able to use Personal Leave in 4 hour increments.
2. To use Personal Leave in less than four (4) hour increments, the employee must submit a Request for Leave slip to their supervisor for approval prior to the end of the shift. The supervisor will return the request form directly to the employee noting approval or disapproval.
3. An employee may carry a maximum of six days, based on the percentage of employment, from one calendar year through the end of the first pay period that ends in the next calendar year.
4. The employee's supervisor must approve in writing whenever prior approval is required for the use of Personal Leave.

C. Records

1. All Personal Leave used shall be recorded on the Timekeeping Record.
2. Employees are encouraged to routinely check and compare their leave balances appearing on each Timekeeping Record and to contact Payroll should a discrepancy be discovered.
3. The Office of Human Resources shall:
 - a. maintain time and leave records on all eligible employees;
 - b. submit an annual report on the granting and use of Personal Leave to the Department of Budget and Management's Office of Personnel Services and Benefits;
 - c. compute deductions each pay period for the use of Personal Leave; and
 - d. prorate Personal Leave entitlement for employees who are employed less than 80 hours biweekly.
4. Supervisors, upon approving an employee's Timekeeping Record, are ensuring that the use of Personal Leave is accurately recorded as reported by the employee and, when required, appropriate documentation is attached.
5. Upon receipt of the Timekeeping Record, payroll will:
 - a. review the Record for accuracy and completeness and contact the employee or supervisor, if necessary; and
 - b. enter any Personal Leave used into the employee's official leave record.

IV. RESPONSIBILITY

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

V. INTERPRETATION

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. RETENTION OF RECORDS

OHR shall scan and maintain all personnel records in accordance with the DJS Record Retention Schedule and destroy all paper copies of records once scanned.

IX. MARYLAND STATUTE/REGULATION REFERENCES

Note: Copies of all statutes, regulation and DBM Guidance referenced below regarding Personal Leave are attached to this policy.

- [Md. Code Ann., State Personnel and Pensions. §9-401](#)
- [Md. Code Ann., State Personnel and Pensions. §9-402](#)
- [Md. Code Ann., State Personnel and Pensions. §9-403](#)
- [Md. Code Ann., State Personnel and Pensions. §9-404](#)
- [DBM Guidance on Leave](#)

X. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

POLICY: Personal Leave
NUMBER: HR-427-18
APPLICABLE TO: All DJS 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.