



***Applies to: Covered
Temporary Employees
working in Maryland***

MARYLAND PAID TIME OFF (PTO) POLICY FOR COVERED EMPLOYEES (EXCLUDING MONTGOMERY COUNTY)

- *Provide a copy of this document at hire to covered temporary employees* assigned and supervised by Kelly through KellyConnect, Business Process Outsourcing (BPO), or as in-house temporary employees working in the State of Maryland (excluding Montgomery County) and document in KSN.*

Overview

Pursuant to the Maryland Healthy Working Families Act, effective February 11, 2018, covered temporary employees working in Maryland (excluding Montgomery County) will be awarded forty (40) hours of paid time off at the commencement of employment and at the beginning of each year thereafter. The year commences on January 1 and ends on December 31. Sick and safe leave time is covered under this PTO Policy and any additional leave above and beyond forty (40) hours per year will not be provided. Carry over of any unused leave at the end of the year is not permitted. Generally, accrued unused leave will not be paid out when employment ends.

Notice to Employee

***COVERED EMPLOYEES**

Pursuant to the law, individuals employed by a temporary services agency to provide services to another person are included under the law if the agency maintains day-to-day control over the work assignments and supervision of said individuals.

EMPLOYEE ELIGIBILITY

Employees are permitted to use leave beginning on the 107th calendar day of their employment. If the need to use leave is foreseeable, the employee must provide notice seven (7) days prior to leave use. If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable. A request for leave may be denied if the employee fails to provide proper notice and the employee's absence will cause a disruption to the employer. Employees may be required to provide written verification of their need for leave if they use this leave for more than two consecutive shifts.

PERMITTED USAGE

Employees are permitted to use their awarded leave in increments of not less than 4 hours. An employee is allowed to use leave for reasons including, but not limited to the following:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- For maternity or paternity leave; or
- For an absence from work that is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member when the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling, legal guardian, ward of the employee or the employee's spouse, or any other person considered a family member under applicable law. For a complete list of family members included under the law, please see § 3-1301(g) of the Labor and Employment Article of the Maryland Annotated Code.

UNUSED LEAVE

Employees will not be paid for unused leave upon separation or termination of employment. Employees rehired/reinstated within 37 weeks of termination or separation will have unused time reinstated.

EMPLOYEE PROTECTION

Maryland law prohibits an employer from taking adverse action against an employee for exercising their rights under the Maryland Healthy Working Families Act as well as prohibits an employee from making a complaint, bringing an action or testifying in an action in bad faith. If you feel your rights have been violated under the Maryland Healthy Working Families Act or you would like additional information, you may contact:

COMMISSION OF LABOR AND INDUSTRY
1100 North Eutaw Street, Room 607 Baltimore, MD 21201
ssl.assistance@maryland.gov

For more information, please contact your Kelly Representative.