



## Earned Sick and Safe Leave Timekeeping

Montgomery County's Earned Sick and Safe Law is effective October 1, 2016. Regular and Temporary employees must record time differently.

**REGULAR Employees:** Do not earn **Sick and Safe Leave** but must use an **Accrual Code** to designate **Sick and Safe Leave** qualifying absences using the following leave types.

### Pay Codes

- Sick Leave
- Sick Leave – Unscheduled
- Family Sick Leave\*
- Family Sick Leave – Unscheduled\*
- PTO – Paid Time Off (if applicable)
- Leave without Pay (LWOP)

\* Note: **Sick and Safe Leave** expands the definition of a 'Family Member'. An employee may use up to 80 hours of the 120 'Family Sick Leave Hours' for **Sick and Safe Leave** purposes in a leave year.

### Leave Accrual Categories

| Totals                         | Accruals | Audits                    | Historical Corrections |
|--------------------------------|----------|---------------------------|------------------------|
| Accrual Code                   |          | Accrual Available Balance |                        |
| ANNUAL LEAVE                   |          |                           | 0.0                    |
| COMP LEAVE                     |          |                           | 0.0                    |
| COMP LEAVE SUPP                |          |                           | 0.0                    |
| FMLA                           |          |                           | 0.0                    |
| MCGEO SLB                      |          |                           | 0.0                    |
| PAID PARENTAL LEAVE            |          |                           | 0.0                    |
| PAID TIME OFF                  |          |                           | 0.0                    |
| PARENTAL                       |          |                           | 0.0                    |
| PERSONAL DAY                   |          |                           | 0.0                    |
| RELIGIOUS LEAVE                |          |                           | 0.0                    |
| <del>SICK AND SAFE LEAVE</del> |          |                           | <del>0.0</del>         |
| SICK LEAVE                     |          |                           | 291.68                 |

Timecard reporting should be recorded in the following manner:

**Step 1)** First indicate the appropriate **Leave Code**: Sick Leave, Family Sick Leave, Paid Time Off (PTO) or Leave Without Pay (LWOP).





## Earned Sick and Safe Leave Timekeeping

**Step 2) Add Reason Code: 'SICKSAFE' to the Transfer section.**

|                                     | Pay Code         | Transfer       | Sun 4/30 | Mon 5/01 |
|-------------------------------------|------------------|----------------|----------|----------|
| <input checked="" type="checkbox"/> | Hours Worked     |                |          |          |
| <input checked="" type="checkbox"/> | Sick Leave       | ////SICKSAFE// |          | 8.0      |
| <input type="checkbox"/>            | <Enter Pay Code> |                |          |          |
| <input type="checkbox"/>            | Daily Total      |                |          | 8.0      |

(For help on how to search for a **Reason Code**, See: [Employee Tasks Job Aid](#))

**Step 3) Add Provisioned FMLA and/or PARENTAL tracking codes (if applicable).**

**Step 4) Save** timecard.

TEMPORARY Employees: Earn one hour of **Sick and Safe Leave** for every 30 hours worked.

### Pay Codes:

- Sick and Safe Leave

### Leave Accrual Categories

| Totals              | Accruals                  | Audits        | Historical Corrections |
|---------------------|---------------------------|---------------|------------------------|
| Accrual Code        | Accrual Available Balance | Accrual Units |                        |
| ANNUAL LEAVE        | 0.0                       | Hour          |                        |
| COMP LEAVE          | 0.0                       | Hour          |                        |
| COMP LEAVE SUPP     | 0.0                       | Hour          |                        |
| FMLA                | 0.0                       | Hour          |                        |
| MCGEO SLB           | 0.0                       | Hour          |                        |
| PAID PARENTAL LEAVE | 0.0                       | Hour          |                        |
| PAID TIME OFF       | 0.0                       | Hour          |                        |
| PARENTAL            | 0.0                       | Hour          |                        |
| PERSONAL DAY        | 0.0                       | Day           |                        |
| RELIGIOUS LEAVE     | 0.0                       | Hour          |                        |
| SICK AND SAFE LEAVE | 46.0                      | Hour          |                        |
| SICK LEAVE          | 0.0                       | Hour          |                        |





## Earned Sick and Safe Leave Timekeeping

Timecard reporting should be recorded in the following manner:

**Step 1)** Select the **Pay Code**: 'Sick and Safe Leave'.

Pay Code

Hours Worked

<Enter Pay Code>

Search

SO8 - HHS CC Shft Dif OT 10p-8a

Sick Leave

Sick Leave - Donated Leave Used

Sick Leave - Unscheduled

**Sick and Safe Leave**

Stand By Pay

Stand By Pay - FPCE

**Step 2)** Search and add **Reason Code**: 'SICKSAFE' to the **Transfer** section.

(For help on how to search for a **Reason Code**, See: [Employee Tasks Job Aid](#))

Accruals Actions

Print Timecard Refresh Calculate Totals Save Go To

|                                     | Pay Code            | Transfer       | Sun 5/21 | Mon 5/22 | Tue 5/23 | Wed 5/24 | Thu 5/25 | Fri 5/26 | Sat 5/27 | Total |
|-------------------------------------|---------------------|----------------|----------|----------|----------|----------|----------|----------|----------|-------|
| <input checked="" type="checkbox"/> | Hours Worked        |                |          |          |          | 6.0      | 10.0     | 10.0     | 10.0     | 36.0  |
| <input checked="" type="checkbox"/> | Sick and Safe Leave | ////SICKSAFE// |          |          |          | 4.0      |          |          |          | 4.0   |

**Step 3)** **Save** timecard.





## Earned Sick and Safe Leave Timekeeping

**Review the following on how to monitor Sick and Safe Leave compliance.**

### **Sick and Safe Leave Compliance Tips:**

Note: A temporary or seasonal employee may carry over up to 56 hours of **Sick and Safe Leave** and may use up to 80 hours of **Sick and Safe Leave** in a leave year. The carryover process is automated. Managers must monitor year to date **Sick and Safe Leave** usage and determine if a temporary employee has used more than 80 hours of **Sick and Safe Leave**.

Use the **Leave Used Genie**,

Select the *HyperFind*: **\_Temporary Employees**;

Select range of dates for the leave year.

- Sort the **Total Sick and Safe Leave** column so that the highest is at the top.
- Reduce the pay period **Total Sick and Safe Leave** for anyone over 80 hours.

| Employee Name | Total Sick and Safe Leave | Total Other Leave | FFCRA 80 Hours Pai... | FFC... Child... | Total FF... 80 Hrs + ... | Total Unpaid Leave | Total Leave | Total Family Sick | Total FMLA | P... |
|---------------|---------------------------|-------------------|-----------------------|-----------------|--------------------------|--------------------|-------------|-------------------|------------|------|
| FIN EMP2      | 8.0                       |                   |                       |                 |                          |                    | 48.0        |                   |            |      |





## Earned Sick and Safe Leave Timekeeping

Note: The intent of **Sick and Safe Leave** is to replace earnings to a temporary or seasonal employee who is unable to work. **Sick and Safe Leave** should not be applied to a timecard to cause an employee to exceed more than 40 hours toward schedule in a week. Excess Hours for Temporary Employees should be avoided, when possible.

Use the **Check Overtime** *Genie*,

Select the *HyperFind*: **\_Temporary Employees**;

Select the appropriate pay period or range of dates:

- Review Timecards of Temporary Employees for use of **Sick and Safe Leave**
- Reduce pay period **Sick and Safe Leave**, as appropriate.

| Dept Division           | Employee | Pay Rule            | Emp      | OT Hrs Paid OT | OT Hrs Comp Lv Earned | Total OT Hrs | HOL Holid... | H Pr |
|-------------------------|----------|---------------------|----------|----------------|-----------------------|--------------|--------------|------|
| FIN 32 Division of t... | FIN EMP2 | MCGEO Rg FT N-EX R8 | FIN E... | 4.0            |                       | 4.0          |              |      |

