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 a Reason 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 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.

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)*

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

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

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

**Pay Codes:** Sick and Safe Leave

### Leave Accrual Categories

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Balance on Selected Date</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL LEAVE</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>COMP LEAVE</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>COMP LEAVE SUPP</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>FMLA</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>MCO/GO SLB</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>PAID TIME OFF</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>PARENTAL</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>PERSONAL DAY</td>
<td>0.0</td>
<td>Day</td>
</tr>
<tr>
<td>RELIGIOUS LEAVE</td>
<td>0.0</td>
<td>Hour</td>
</tr>
<tr>
<td>SICK AND SAFE LEAVE</td>
<td><strong>46.0</strong></td>
<td>Hour</td>
</tr>
<tr>
<td>SICK LEAVE</td>
<td>0.0</td>
<td>Hour</td>
</tr>
</tbody>
</table>

Timecard reporting should be recorded in the following manner:

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

**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)

**Step 3)** Save timecard

Review Page 3 for tips 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 carry over 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,

- In the Show field, select the HyperFind: _Temporary Employees;
- In the Time Period field, select Range of Dates for the Leave Year
- Sort the Sick and Safe Leave Column with the highest amount top
- Reduce pay period Sick and Safe Leave for anyone over 80 hours

**Note:** The intent of sick and safe leave is to replace earnings to a temporary or seasonal employee who is unable to work. The 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,

- In the Show field, select the HyperFind: _Temporary Employees;
- In the Time Period field, 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.