

## Sick and Safe Leave Resources



Reminder, the following resources are available on the Mctime Informational Website, [www.montgomerycountymd.gov/Mctime](http://www.montgomerycountymd.gov/Mctime), Resources Tab, to assist with the recording of applicable Sick and Safe Leave.

### Sick and Safe Leave:

-  [Earned Sick and Safe Leave Memo](#) - Effective October 1, 2016
-  [Earned Sick and Safe Leave - Additional Uses](#) - Effective November 30, 2016
-  [Guidance for Earned Sick and Safe Leave - FAQs](#)
-  [Earned Sick and Safe Leave Timekeeping Job Aid](#) **NEW!**

While either Regular and Temporary employees may utilize the Sick and Safe Leave, the timekeeping for each, is slightly different.

Managers should monitor:

- Maximum - Sick and Safe Leave, Leave Year Usage (Limit 80 hours) and
- Sick and Safe Leave causing Excess Hours (for Temporary Employees).

(See also: [Avoiding Excess Hours for Temporary Employees](#))

New Compliance Tips are now described on page 3 of the [Earned Sick and Safe Leave Timekeeping Job Aid](#).

**Timekeeping Questions?** Contact: [Mctime@montgomerycountymd.gov](mailto:Mctime@montgomerycountymd.gov)