

RESOLUTION #2023-009

**AMENDMENT TO CAROLINE COUNTY PERSONNEL RULES AND REGULATIONS,
LEAVE CHAPTER**

WHEREAS, Chapter 49 of the Code of Public Local Laws of Caroline County (the “Code”) establishes the Caroline County Government Personnel System (the “Personnel System”); and

WHEREAS, §49-5 of the Code requires that the County Commissioners adopt by resolution rules and regulations governing the Personnel System and the County Commissioners have therefore created and adopted the Caroline County Personnel Rules and Regulations (the “Rules and Regulations”); and

WHEREAS, the Director of Human Resources, with consultation with the County Administrator and County Attorney and the Employee Advisory Board recommend Chapter 8 of the Personnel Rules and Regulations be amended.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE COUNTY COMMISSIONERS OF CAROLINE COUNTY, MARYLAND, that

Section 1. Chapter 8 of the Caroline County Personnel Rules and Regulations is amended as follows:

Chapter 8
Leave

Section 8-100. Introduction.

The goal of the County’s Employee leave system is to maximize the wellness, safety, and productivity of its workforce. The County grants employees leave time for a wide range of reasons. Some types of leave are required by state and federal laws. Others exist to allow employees to pursue interests outside of work, enjoy time with family and friends, and hopefully achieve a positive “work-life balance.” As compared to most employers, the County offers a very generous leave system. It is important for employees to use this system responsibly. This means seeking permission when required, providing documentation when requested, completing necessary forms, and using leave for the reasons intended. **LEAVE TIME IS AWARDED BASED ON 8 HOURS PER DAY.**

Section 8-101. Leave Records.

The Director of Human Resources shall be responsible for establishing and maintaining accurate records of leave earned and taken by Employees. All Employees have access to leave balances through the County’s electronic payroll system. If an Employee feels a leave balance is incorrect, the Employee should contact the Office of Human Resources immediately. All

leave taken by an Employee shall be properly and promptly recorded in the County's electronic payroll system. Failure to report leave taken, misstating leave taken, and/or submitting false information of any kind related to leave may be subject to other disciplinary action up to and including termination.

Section 8-102. At-Will Employees.

The leave to which an At-Will Employee is entitled may be altered by written contract or agreement where all such contracts must comply with state and federal leave laws. If an At-Will Employee does not have a written employment contract, or such contract does not modify or alter the leave provided pursuant to this Chapter, the leave benefits afforded such At-Will Employee shall be in accordance with this Chapter.

Section 8-103. Temporary and Contractual Employees.

A. Temporary and Contractual Employees shall not be entitled to any of the leave benefits of this Chapter except as follows:

1. "Sick and safe leave" if qualified under the Maryland Healthy Working Families Act "MHWFA".
2. Family and Medical Leave Act ("FMLA") leave if qualified under the Family Medical Leave Act of 1993.
3. Annual, personal and holiday leave if authorized in a signed employment agreement.

Section 8-104. Annual Leave (Vacation).

- A. Permanent full-time Employees including probationary Employees shall accrue annual leave according to the schedule established in this section.
- B. A Permanent Employee may use accrued annual leave. Each Permanent Employee shall use at least five days of accrued annual leave each year. ~~An Employee may carry forward unused, accrued, annual leave, up to a maximum carry over of 440 hours (55 days). Amounts of accrued annual leave exceeding 440 hours days shall be forfeited at the end of the calendar year unless an extension is granted by the County Administrator.~~
- C. LEAVE RESET: AN EMPLOYEE MAY CARRY FORWARD UNUSED, ACCRUED, ANNUAL LEAVE UP TO A MAXIMUM OF 440 HOURS (55 DAYS) INTO THE NEXT CALENDAR YEAR. ANNUAL LEAVE AMOUNTS THAT EXCEED 440 SHALL BE ADDED TO THE EMPLOYEE'S SICK LEAVE BALANCE AFTER JANUARY 1ST OF NEXT CALENDAR YEAR. IN RARE OCCURRENCES AN EXTENSION MAY BE**

GRANTED BY THE COUNTY ADMINISTRATOR FOR ANNUAL LEAVE EXCEEDING 440 HOURS.

~~D. A recently hired Probationary Employee shall not use any accrued annual leave during the first six (6) months of employment. For a recently hired Probationary Employee who must serve a one-year probation period, if such Probationary Employee has a good performance record and has not had any absentee or late arrival problems, the Department Head, in his/her sole discretion, may allow such Probationary Employee to use accrued annual leave after the first six (6) months of the probation period.~~

D. NEW EMPLOYEES DURING THEIR FIRST (6) SIX MONTHS OF EMPLOYMENT, WHO ARE STILL WITHIN THEIR PROBATIONARY PERIOD, MAY REQUEST TO USE ACCRUED ANNUAL LEAVE. THIS LEAVE REQUEST SHALL BE APPROVED AT THE SOLE DISCRETION OF THEIR DEPARTMENT HEAD.

E. The Department Head, in his/her sole discretion, may allow a newly promoted Probationary Employee to use accrued annual leave. ~~provided such newly promoted Probationary Employee has a good performance record in the new position.~~

F. In the absence of an unusual or extraordinary circumstance, an Employee may not use annual leave without obtaining the prior approval of the Department Head. Each Department Head may establish procedures or a system for scheduling annual leave that assures the least interruption to the efficient operation of the department. In the absence of unusual or extraordinary circumstances, at a minimum, ~~fourteen (14) working days'~~ **7 CALENDAR'S DAYS'** notice shall be required before annual leave may be taken, and consideration may be given to whether other Employees previously requested and had leave approved, which could affect coverage, in determining whether to approve a request for annual leave.

G. Subject to any written employment agreement and the requirements of Chapter 12 of these Personnel Rules and Regulations, an Employee who separates from service with Employer may be paid for any amounts of accrued and unused annual leave, up to a maximum of 440 hours of unused annual leave, at his or her highest level of pay under the Compensation Plan. Upon the death of an Employee, the Employee's designated beneficiary or Employee's estate (if no beneficiary) shall receive payment of up to 440 hours of accrued and unused annual leave at the highest level of pay under the Compensation Plan held by the decedent.

H. Using an Employee's anniversary date to compute years of service with Employer, a Full-Time Employee shall accrue annual leave as follows:

Years of Service

Annual Accumulation

0 through 5	80 hours (10 days) (3.08 HOURS BIWEEKLY)
6 through 10	120 hours (15 days) (4.62 HOURS BIWEEKLY)
11 through 20	160 hours (20 days) (6.15 HOURS BIWEEKLY)
More than 20	200 hours (25 days) (7.69 HOURS BIWEEKLY)

~~“Days” as defined by an eight hour shift for employees normally assigned such shifts.~~

I. A Part-Time Employee shall accrue annual leave as provided herein, except that the rate of accrual shall be prorated to be commensurate with the hours the Employee is scheduled to work, using a 40-hour work week as a basis for the computation.

Section 8-105. Sick and Safe Leave

A. Policy. Sick and Safe leave (SSL) is provided so that a qualifying Employee may obtain necessary medical care and treatment and/or assist in providing necessary medical care and treatment to such Employee’s family and for the other reasons listed below. SSL should be used only for the reasons defined in this section. SSL is not to be used as additional vacation or personal time. ~~An Employee who develops a pattern of using SSL on Mondays or Fridays, or before or after holidays or other types of leave, in order to extend time off from work, or who in any way abuses SSL may be subject to other disciplinary action up to and including termination.~~

AN EMPLOYEE WHO ABUSES SSL MAY BE SUBJECT TO OTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. EXAMPLES OF ABUSE OF USING SSL MAY BE DEFINED BY THE FOLLOWING PATTERNS:

- 1. USE ON MONDAYS OR FRIDAYS**
- 2. BEFORE OR AFTER HOLIDAYS OR OTHER TYPES OF LEAVE, IN ORDER TO EXTEND TIME OFF FROM WORK**
- 3. USE OF SSL WITH ANOTHER TYPE OF LEAVE WITHIN THE SAME SHIFT**

B. FMLA. In accordance with federal law (FMLA) and its regulations, qualifying employees may take up to 12 weeks of leave during a 12-month period for events, such as a serious medical condition, to care for a spouse, child or parent with a serious medical condition or to care for a newborn or adopted child. Regardless of total amount of sick leave accrued, an employee is not entitled to nor will be allowed to take more than 12-weeks of sick leave (paid or unpaid) in any 12-month period. Under extraordinary circumstance the County Administrator, may approve sick leave beyond 12-weeks in any 12-month period. Employee’s employment may be terminated at the expiration of FMLA sick leave. In such event, unused sick time will be paid to the employee in accordance with policies then in effect.

- C. Who May Accrue Sick and Safe Leave. Permanent Employees including employees on probation shall accrue sick and safe leave (SSL). Temporary, part-time, seasonal, and contractual employees who are regularly scheduled to work 12 or more hours per week also are eligible for SSL. Part-time, contractual employees who can accept or decline shifts and who are not required to work a regularly scheduled schedule are not eligible for SSL.
- D. Rate of Accrual. A Full-Time Employee shall accrue 3.39 hours of sick and safe leave per biweekly pay period. Excepted as provided herein, temporary, part-time, seasonal, and/or contractual employees who are regularly scheduled to work 12 or more hours per week shall accrue sick and safe leave at the rate of one (1) hour for every 30 hours worked.
- E. Definition of Family Member. For the purpose of this section, family member means:
1. A biological child, an adopted child, a foster child, or a stepchild of the employee;
 2. A child for whom the employee has legal or physical custody or guardianship;
 3. A child for whom the employee stands in loco parentis, regardless of the child's age; a biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or of the employee's spouse;
 4. The legal guardian of the employee;
 5. An individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor;
 6. The spouse of the employee;
 7. A biological grandparent, an adopted grandparent, a foster grandparent, or a step grandparent of the employee;
 8. A biological grandchild, an adopted grandchild, a foster grandchild, or a step grandchild of the employee; or
 9. A biological sibling, and adopted sibling, a foster sibling, or a step sibling of the employee.
- F. Use of Sick and Safe Leave. Accrued sick and safe leave (SSL) must be used:

1. To care for or treat an Employee's mental or physical illness, injury, or condition including leave that qualifies for Family Medical Leave Act (FMLA) leave;
2. To obtain preventive medical care for the employee or employee's family member;
3. To care for a family member with a mental or physical illness, injury, or condition;
4. For maternity or paternity leave; or
5. To care for an Employee or family member where a work absence is necessary due to domestic violence, sexual assault, or stalking committed against the Employee or their family member. This includes:
 - a. Medical or service mental health attention;
 - b. Services from a victim service organization;
 - c. Legal services;
 - d. Attendance at legal proceedings;

G. FMLA/MHWA Sick and Safe Leave Interface. Caroline County is required to comply with two different laws governing employee sick leave: The Family Medical Leave Act (FMLA) and the Maryland Healthy Working Families Act (MHWA). In broad terms, FMLA requires the County to provide up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Also in broad terms, MHWA requires the County to provide paid "sick and safe leave" to qualified full and part-time employees.

It is beyond the scope of the County's Personnel Rules & Regulations to explain in detail the complex rules and regulations of FMLA and MHWFA. The goal is to explain how the two types of leave work and to emphasize the importance of an Employee working closely with the County's Office of Human Resources.

In general, an Employee with an accrued balance of sick and safe leave (SSL) is expected to exhaust this paid leave before taking unpaid FMLA leave. An Employee eligible for SSL may not be eligible for FMLA leave. For FMLA leave, an Employee must have: 1) worked for the County for at least 12 months, and 2) worked at least 1,250 hours for the County during the 12 months prior to the FMLA leave. For SSL, the accrual of leave begins immediately upon employment for qualified employees. For employees not qualified to earn sick leave under the previous Personnel Rules & Regulations but qualified to earn SSL under the MHWA and working for the County on January 1, 2018, shall begin accruing SSL as of that date.

H. Obligations regarding Sick and Safe Leave (SSL).

1. If the need to use earned Sick and Safe Leave (SSL) is foreseeable, the Employee will provide notice to his or her supervisor and/or Department Head at least seven calendar days before the leave begins.
2. If the need to use the leave is not foreseeable, the Employee must provide notice to his or her supervisor and/or Department Head as soon as practicable.
3. A Department Head may deny a request to take earned Sick and Safe Leave (SSL) if the Employee fails to provide the required notice and if the employee's absence will cause a disruption.
4. During the first 120 days of employment, an Employee using Sick and Safe Leave (SSL) is required to provide verification of the reason for the leave use.
5. If an Employee uses Sick and Safe Leave (SSL) for more than two consecutive scheduled shifts, he or she may be required to provide verification of the reason for the leave use.
6. If an Employee fails or refuses to provide verification as required, the Department Head may deny a subsequent request for leave for the same reason.
7. An Employee who becomes ill or incapacitated while at work shall inform his or her supervisor (or the next person up the chain of command in the absence of the immediate supervisor) prior to departing the workplace. Employee's supervisor shall ask Employee directly, or shall otherwise ascertain, whether the event that requires Employee to discontinue work qualifies as a workers' compensation claim. Employee's supervisor shall require Employee to see a physician if a workers' compensation claim is likely, in the supervisor's judgment.

I. Accrual limit. A Full-Time Employee shall not be limited in Sick and Safe Leave (SSL) accrued. A temporary, part-time, seasonal, and/or contractual employees shall be limited to an annual accrual of no more than forty (40 hours) with a maximum cap of sixty-four (64 hours) of Sick and Safe Leave.

J. Benefit Upon Separation/Retirement.

1. LEOPS participants: Employees enrolled in the Law Enforcement Officers' Pension System (LEOPS) shall be eligible to turn in accrued Sick and Safe Leave for retirement credit as allowed by LEOPS and as may be amended from time to time.

2. Caroline County pension participants: Upon retirement or voluntary separation, an employee enrolled and vested in the County pension plan shall be eligible to turn in accrued Sick and Safe leave for retirement credit in the County pension plan at the same ratio as afforded to participants in the Law Enforcement Officers' Pension System (LEOPS) and as may be amended from time to time. Retirement credit earned from sick leave turn in shall not count towards the service time required for eligibility to retire.
3. Other employees. Other employees earning Sick and Safe Leave shall not receive any payment or credit for unused SSL upon termination of employment.

K. Hardship Leave Bank.

1. Purpose. The purpose of the Hardship Leave Bank is to provide paid leave to employees facing significant medical or personal issues, when they have exhausted all sick and safe leave, vacation, and personal leave time and are not receiving temporary disability benefits under workers' compensation.

2. Accrual.

- a. Effective September 19, 2018, the hours accumulated in the County's previous Sick Leave Bank shall be transferred to the Hardship Leave Bank.
- b. All full-time employees shall be automatically enrolled in the Hardship Leave Bank.
- c. The County shall deposit 0.31 hours of leave per employee, per pay period into the Hardship Leave Bank. This is the equivalent of one day of leave per employee, per year deposited into the bank.

3. Permitted Uses. The Hardship Leave Bank may be used for the following purposes:

- a. Sick and Safe Leave as defined by State law:
 - i. Care for or treat an Employee's mental or physical illness, injury, or condition including leave that qualifies for Family Medical Leave Act (FMLA) leave;
 - ii. Preventive medical care for the employee or employee's family member;
 - iii. Care for a family member with a mental or physical illness, injury, or condition;
 - iv. Maternity or paternity leave; or
 - v. Care for an Employee or family member where a work absence is necessary due to domestic violence, sexual assault, or stalking committed against the Employee or their family member (including attending legal proceedings)

b. Hardship: Any situation of a serious nature that may cause the employee to miss a significant amount of time but does not fall under the definition of Sick and Safe Leave. Examples of purposes for which the Hardship Bank may be used include the loss of a home due to fire or extended bereavement leave.

c. Flexible Use Permitted. Unless an employee is taking leave under the Family Medical Leave Act, leave used from the Hardship Bank may be tailored to meet the employee's specific situation. For example, Hardship Leave may be used for partial days or nonconsecutive days.

4. Process.

a. Application.

i. An Employee shall make application to the Hardship Leave Bank in writing to his or her Department Head who will forward the request to the Director of Human Resources.

ii. All requests should indicate the estimated number of ~~sick~~ **HARDSHIP** leave days required and how the leave time is requested to be structured, as well as information related to any pending disability claims and detailed description of the reason for the leave. iii. Requests for withdrawal ~~must~~ **SHOULD** be made by the employee or his/her designee at least ten (10) working days prior to all accrued sick, vacation, and personal leave time has been exhausted **UNLESS THE NEED WAS UNFORESEEN**

b. Approval.

i. Within ten (10) days of the receipt of the Hardship Leave Bank application, the Hardship Bank Leave Panel shall convene **EITHER IN PERSON OR VIRTUALLY**.

ii. This Panel shall consist of the Employee's Department Head, the Director of Human Resources, and the County ~~Attorney~~ **ADMINISTRATOR. PANEL MEMBERS MAY DESIGNATE AN ALTERNATE WITH APPROVAL BY THE DIRECTOR OF HUMAN RESOURCES OR THE COUNTY ADMINISTRATOR ON A CASE BY CASE BASIS.**

~~iii. The Panel shall determine, by majority vote, the amount of hardship leave granted, if any, as well as the structure for the use of the hardship leave. The decision of the Hardship Leave Bank panel is final and may not be appealed, though the Panel can be asked to reconsider a decision if there is a material change in circumstances.~~

~~iv.—~~

III. THE PANEL SHALL REVIEW ALL INFORMATION AND GRANT THE AMOUNT OF HARDSHIP LEAVE REQUESTED FOR ALL DOCUMENTED ABSENCES IN EXCESS OF 5 DAYS (40 HOURS), THE STRUCTURE FOR THE USE OF THE HARDSHIP LEAVE WILL BE APPROVED AND DOCUMENTED IN

NOTIFICATION TO EMPLOYEE AND THEIR DEPARTMENT HEAD.

IV. THE PANEL MAY ON RARE OCCASIONS DENY AN EMPLOYEE'S REQUEST FOR HARDSHIP LEAVE IF THE EMPLOYEE HAS BEEN DISCIPLINED FOR LEAVE USE WITHIN 6 MONTHS OF THEIR REQUEST. IF DENIED EMPLOYEE WILL BE NOTIFIED OF THE DENIAL AND REASON THEY WERE DENIED.

1 IF AN EMPLOYEE IS DENIED HARDSHIP LEAVE THIS WOULD NOT IMPEDE THEIR ABILITY TO MAKE FUTURE REQUEST AS NEEDED.

2 ALL NEW REQUESTS WILL BE REVIEWED BASED ON LENGTH OF TIME ABSENT AND WHETHER THEY HAVE BEEN DISCIPLINED WITHIN 6 MONTHS OF THE NEW REQUEST.

- c. Limits.
 - i. The maximum amount of hardship leave given shall not exceed 240 hours (30 days).
 - ii. No employee may receive more than 240 hours (30 days) in any calendar year.
 - iii. If the Employee returns to work before the received hours have been expended, the hours shall be returned to the Hardship Leave Bank.

- d. Review. On an annual basis, the Employee Advisory Board will review the balance of the Hardship Leave Bank, as well as the number of applications filed and the decisions of the Panels. The Employee Advisory Board may recommend changes to the Hardship Leave Bank policy based on their review. Information provided to the Employee Advisory Board will be redacted as necessary to protect the employees' privacy and comply with HIPPA requirements.

Section 8-106. Personal Leave.

A. Defined. Personal leave is paid leave that may be taken for any reason by an eligible Employee. Personal leave developed from a contraction of paid holidays, so that Employees of differing traditions and faiths could have a day off that accommodated their individualized needs. **PERSONAL LEAVE IS NOT A BENEFIT THAT IS PAID OUT UPON SEPARATION OF EMPLOYMENT.**

B. Accrual Rate.

1. **FULL-TIME AND PART-TIME EMPLOYEES WILL NOT BE AWARDED PERSONAL LEAVE UNTIL AFTER SIX (6) MONTHS OF EMPLOYMENT. ALL PERSONAL LEAVE WILL BE PRORATED DURING THEIR FIRST YEAR BASED ON THE REMAINDER OF THE YEAR AFTER SIX (6) MONTHS OF EMPLOYMENT.**

2. ~~A Full-Time Permanent Employee shall accrue personal leave at a rate of 1.25 days per calendar quarter for a total of five days annually.~~ **A FULL-TIME EMPLOYEE SHALL BE AWARDED 2.5 DAYS JANUARY 1ST AND 2.5 DAYS JULY 1ST OF EACH CALENDAR YEAR.**

3. A Part-Time ~~Permanent~~ Employee shall ~~accrue~~ **BE AWARDED** personal leave in the same manner as a Full-Time ~~Permanent~~ Employee, except that the rate of ~~accrual~~ **THE AWARD** shall be prorated to be commensurate with the amount hours such Part-Time Employee is scheduled to work, using a 40-hour workweek as a basis for the computation.

~~C. Probationary Employee Ineligible. A newly hired Probationary Employee shall not begin to accrue personal leave until successful completion of the probationary period.~~

C. Notice. An Employee shall notify his or her immediate supervisor and Department Head in advance of the date or dates Employee intends to use personal leave. A Department Head shall accommodate an Employee's request for personal leave whenever the normal operation of the department is not adversely affected by the use of personal leave.

D. Use. Personal leave must be used within the calendar year in which it ~~accrues~~ **HAS BEEN AWARDED.**

E. LEAVE ACCRUAL RESET. PERSONAL LEAVE WILL BE RESET JANUARY 1ST EVERY CALENDAR YEAR.

Section 8-107. Paid Holidays.

A. Permanent and Probationary Employees shall be paid for all holidays observed by Employer. Part-Time Employees shall be paid for holidays in an amount that is prorated in accordance with the number of hours worked each week, using a 40-hour week as the basis for the computation.

B. The following holidays are observed by Employer:

New Year's Day
Martin Luther King Day

Presidents Day
~~Good Friday~~
Memorial Day
JUNETEENTH
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
Presidential Election Day

C. Employer may designate additional holidays.

D. Any holiday falling on Saturday shall be honored on the Friday preceding the Saturday on which the holiday falls. Any holiday falling on Sunday shall be honored on Monday immediately following the Sunday on which the holiday falls.

E. Holiday Work. An ~~Permanent~~-Employee who is required to work on a holiday shall receive their total annual allowance of holiday leave hours (*i.e.*, the number of County holidays times eight hours per holiday) off sometime within the same calendar year

Section 8-109. Military Leave.

- A. In accordance with Article 65, Section 42 of the Annotated Code of Maryland, an Employee who serves in the organized militia or in the Army, Navy, Air, Marine, Coast Guard or National Guard Reserve is entitled to up to fifteen (15) additional days of leave to engage in such service. The County, accordingly, will provide an Employee who is an active member of Maryland's organized militia or the Army, Navy, Air, Marine, Coast Guard or National Guard Reserve up to fifteen (15) days of leave per **CALENDAR** year solely for the purpose of engaging in or other mandated military service.
- B. Requests for military leave shall be made in writing, accompanied by paperwork verifying the orders, training or assignment pursuant to which the leave is being requested, and delivered to the Department Head at least two weeks prior to the first day of requested leave. The Department Head shall forward a copy of Employee's request to the Personnel Administrator.
- C. The County will comply with any federal or Maryland law regarding leave for military service.

Section 8-114. Bereavement Leave.

A. A Full-Time ~~Permanent~~ Employee shall be paid for three (3) days of bereavement leave. A Part-Time ~~Permanent~~ Employee shall be paid some fraction of the three (3) day bereavement leave based on the number of hours worked per week divided by forty (40) hours per week times three days. After three days, accumulated annual, personal or sick leave may be used.

~~B. A Full-Time Permanent Employee shall not be entitled to more than six (6) days of bereavement leave per calendar year, regardless of the number of deaths in Employee's immediate family.~~

B. Bereavement leave shall be provided only for the death of an Employee's:

1. Spouse. **A HUSBAND OR WIFE AS DEFINED OR RECOGNIZED UNDER STATE LAW FOR PURPOSES OF MARRIAGE IN THE STATE WHERE EMPLOYEE RESIDES;**
2. Child. **A BIOLOGICAL, ADOPTED, OR FOSTER CHILD, A STEPCHILD, A LEGAL WARD, OR A CHILD IN WHICH EMPLOYEE PROVIDES DAY-TO-DAY CARE FOR AND FINANCIAL SUPPORTS;**
3. Parent or in-law parent if Employee is still married to the child of the in-law parent;
4. **STEPPARENT, IF EMPLOYEE'S PARENT IS STILL MARRIED TO THE STEPPARENT;**
5. Grandparent or grandchild;
6. Brother or **STEPBROTHER;**
7. Sister or **STEPSISTER.**

SECTION 8-115. UNPAID LEAVE

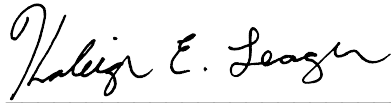
A NEWLY HIRED EMPLOYEE MAY TAKE 2 DAYS OF UNPAID LEAVE DURING THEIR FIRST SIX (6) MONTHS OF EMPLOYMENT WITH APPROVAL BY THEIR DEPARTMENT HEAD, THIS LEAVE CAN BE TAKEN FOR ANY REASON. AN EMPLOYEE SHALL NOTIFY HIS OR HER IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD IN ADVANCE OF THE DATE OR DATES EMPLOYEE

INTENDS TO USE UNPAID LEAVE. A DEPARTMENT HEAD SHALL ACCOMMODATE AN EMPLOYEE'S REQUEST FOR UNPAID LEAVE WHENEVER THE NORMAL OPERATION OF THE DEPARTMENT IS NOT ADVERSELY AFFECTED BY THE USE OF UNPAID LEAVE.

Section 2. Matter added is shown by **BOLD CAPITALIZATION**. Matter deleted is show by ~~strikethrough~~

ADOPTED/EFFECTIVE: June 6, 2023

ATTEST:



Kaleigh Leager, Executive Assistant

(SEAL)

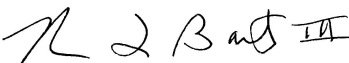
**COUNTY COMMISSIONERS OF
CAROLINE COUNTY, MARYLAND**



J. Travis Breeding, President



Larry C. Porter, Vice President



N. Franklin Bartz III, Commissioner