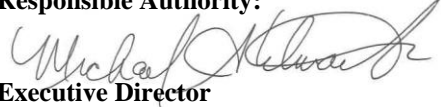
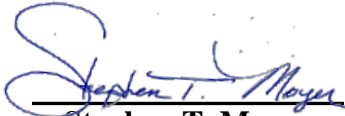




Executive Directive



Title: Annual Leave Policy	Executive Directive Number: ADM.050.0034 REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: ADM.050.0034 Annual Leave Policy, dated : September 3, 2013
Related ACA Standards: ACI-4-4048 and 4051 4-ALDF-7D-06 and 7E-01 1-CO-1C-01	Responsible Authority:  Executive Director Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: August 14, 2015 Number of Pages: 2


Stephen T. Moyer
Secretary


William G. Stewart
Deputy Secretary
for Administration


Wendell M. France
Deputy Secretary
for Operations

.01 Purpose.

This directive continues policy and procedure agreed to (July 13, 2010) by the Secretary of Public Safety and Correctional Services (Secretary) and the Association of Federal, State, County and Municipal Employees (AFSCME) Maryland concerning annual leave.

.02 Scope.

This directive applies to all Department of Public Safety and Correctional Services (Department) correctional and detention facilities and Maryland Correctional Enterprise (MCE).

.03 Policy.

Refer to policy contained in the attached July 2010 agreement between the Secretary and AFSCME Maryland.

.04 Definitions.

There are no definitions for this directive.

.05 Responsibility.

Employee annual leave shall be administered in compliance with requirements established in the attached July 2010 agreement between the Secretary and AFSCME Maryland.

.06 Attachments.

Department of Public Safety and Correctional Services Annual Leave Policy.

.07 History.

- A. This directive replaces Executive Directive ADM.050.0034 dated September 3, 2013. The attached agreement, dated July 13, 2010 remains in effect.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

A
D
S – Human Resources

Department of Public Safety and Correctional Services

Annual Leave Policy

This policy, the product of negotiations between the DPSCS and AFSCME, shall apply to all State Correctional Facilities and Maryland Correctional Enterprise and shall be made part of and implemented at all facilities within DPSCS.

Employees would make their selections based on the employee's annual leave earnings for the upcoming year and not the employee's accrued annual leave. All Correctional Officer Sergeants will be included in the same group as Correctional Officers I and II for the purpose of selecting annual leave.

The Department of Public Safety and Correctional Services' Seniority Policy will determine the ranking of employees to select their annual leave.

Employees will be able to select all of their anticipated annual leave earnings. Selections will be in full (8 hours) days. There is no minimum or maximum limit on how many of the projected leave days may be scheduled consecutively. Any earned leave not projected in the first round may be projected in the subsequent rounds. All rounds of the annual leave projection book must be completed no later than December 1 of each year.

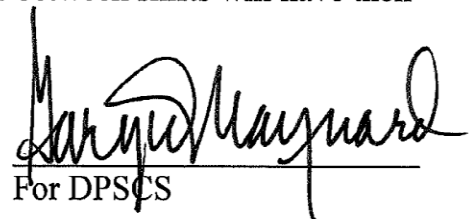
Leave that is canceled will be sent back to the book and then utilized per the Seniority Policy.

Employees who transfer to a different institution or transfer between shifts will have their previously scheduled annual leave honored.



For AFSCME

6/29/10
Date



For DPSCS

7-13-2010
Date