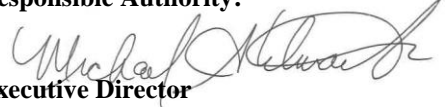
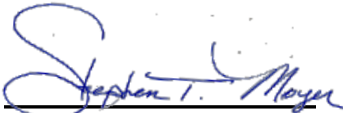


Executive Directive



Title: Alternative Leave Policy	Executive Directive Number: ADM.050.0035 REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: ADM. 050.0035, Dated September 6, 2013
Related ACA Standards: ACI-4-4048 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



Wendell M. France
Deputy Secretary
for Operations



William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive continues policy and procedure agreed (August 1, 2010) to by the Secretary of Public Safety and Correctional Services (Secretary) and the Association of Federal, State, County and Municipal Employees (AFSCME) Maryland concerning alternative leave.

.02 Scope.

This directive applies to all units in the Department of Public Safety and Correctional Services.

.03 Policy.

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

.04 Definitions.

There are no definitions for this directive.

.05 Responsibility.

The administration of employee leave shall comply with requirements established in the attached August 2010 agreement between the Secretary and AFSCME Maryland.

.06 Attachments.

Department of Public Safety and Correctional Services Policy on the Use of Alternative Leave

.07 History.

A. This directive replaces Executive Directive ADM.050.0035, Alternate Leave, dated September 6, 2013.

Executive Directive Number: ADM.050.0035

B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict. The attached agreement, dated August 1, 2010 remains in effect.

.08 Correctional Facility Distribution Code.

A

B

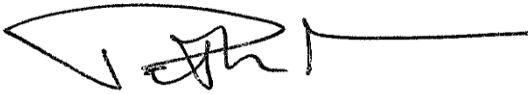
S – Human Resources

Department of Public Safety and Correctional Services

Policy on the Use of Alternative Leave

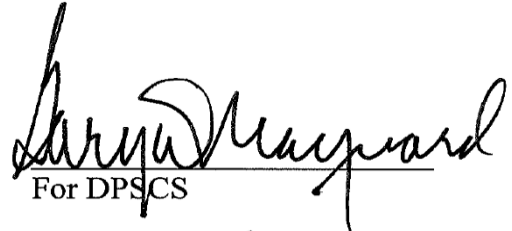
Effective upon approval of this policy, The Department of Public Safety and Correctional Services' Guidelines for Requesting Other Accrued Leave and Leave without Pay in Lieu of Sick Leave issued January 21, 2005 is hereby rescinded.

If an employee who has exhausted all sick leave and is absent from work due to a personal/family illness but has accrued annual leave, personal leave or compensatory leave available, at the employee's written request, the appointing authority or designee shall grant the use of the other accrued leave for the time the employee is absent; including LWOP. A request for LWOP can only be approved by the appointing authority. The employee must comply with the documentation requirements for use of sick leave as specified in the Sick Leave Article within the Memoranda of Understanding or the Sick Leave Guidelines issued by DBM/OPSB.



For AFSCME

6/29/10
Date



For DPSCS

August 1, 2010
Date