

(PRE-FILED)

By: Chairman, Finance Committee (Departmental - University of Maryland System)

Requested: November 6, 1996

Introduced and read first time: January 8, 1997

Assigned to: Finance

Committee Report: Favorable with amendments

Senate action: Adopted

Read second time: February 21, 1997

CHAPTER _____

1 AN ACT concerning

2 Holiday and Leave Time - Public Institutions of Higher Education

3 FOR the purpose of authorizing public institutions of higher education to establish
4 ~~certain holiday and leave time and to adopt regulations, policies, and guidelines~~
5 ~~governing holiday and leave time for their employees; exempting certain employees~~
6 ~~of public institutions of higher education from certain holiday leave provisions;~~
7 ~~eliminating a reference that certain employees of a State institution of higher~~
8 ~~education apply to certain regulations, policies, and guidelines adopted by the~~
9 ~~Secretary of Budget and Management; providing that certain Baltimore City~~
10 ~~Community College employees are entitled to certain personal leave and~~
11 ~~administrative leave; and generally relating to holidays and leave time and public~~
12 ~~institutions of higher education.~~

13 BY adding to

14 Article - Education

15 Section ~~42-112~~ 15-108

16 Annotated Code of Maryland

17 (1997 Replacement Volume)

18 BY repealing and reenacting, with amendments,

19 Article - State Personnel and Pensions

20 Section ~~9-101~~ 9-101, 9-202, and 9-401

21 Annotated Code of Maryland

22 (1994 Volume and 1996 Supplement)

23 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
24 MARYLAND, That the Laws of Maryland read as follows:

2

1 **Article - Education**

2 ~~12-112, 15-108.~~

3 NOTWITHSTANDING THE PROVISIONS OF TITLE 9 OF THE STATE PERSONNEL
4 AND PENSIONS ARTICLE, PUBLIC INSTITUTIONS OF HIGHER EDUCATION ARE
5 AUTHORIZED TO ESTABLISH EMPLOYEE HOLIDAY TIME ~~AND PERSONAL LEAVE~~
6 ~~TIME~~ FOR THEIR EMPLOYEES, CONSISTENT WITH THEIR ACADEMIC CALENDARS.

7 **Article - State Personnel and Pensions**

8 9-101.

9 (a) [(1)] This section applies to all employees in the State Personnel
10 Management System.

11 [(2) Except as otherwise provided by law, this section applies to all
12 employees of a State institution of higher education, including the University of Maryland
13 System and Morgan State University, but does not apply to any other unit with an
14 independent personnel system.]

15 (b) Subject to the requirements of this title, the Secretary shall adopt regulations,
16 policies, and guidelines that:

17 (1) govern all aspects of leave and the keeping of time records for all
18 employees subject to this section;

19 (2) require each unit subject to the regulations to submit to the Secretary an
20 annual report that includes:

21 (i) the total number of employees in the unit; and

22 (ii) the aggregate amounts of annual, personal, and sick leave taken by
23 the employees in the unit;

24 (3) provide for computations in a pay period of:

25 (i) accruals of annual and sick leave; and

26 (ii) deductions for unpaid leave used; and

27 (4) provide for conversions of leave time and holiday time for employees
28 who do not have an 8-hour daily work schedule.

29 9-202.

30 (a) Except as provided in subsection (b) of this section, this subtitle applies to:

31 (1) all employees of all units in the Executive Branch of State government,
32 including any unit with an independent personnel system; and

33 (2) all employees of the District Court of Maryland who are in the State
34 Personnel Management System.

35 (b) This subtitle does not apply to:

3

1 (1) temporary employees;

2 (2) employees of any unit that is authorized or required by law to establish
3 holiday schedules different from those provided in this subtitle; [or]

4 (3) employees of the State Department of Transportation; OR

5 (4) EMPLOYEES OF PUBLIC INSTITUTIONS OF HIGHER EDUCATION.

6 9-401.

7 (a) (1) Except as provided in paragraph (2) of this subsection AND
8 SUBSECTION (C) OF THIS SECTION, each employee in the State Personnel Management
9 System, except a temporary employee, is entitled to 6 days, not to exceed 48 hours, of
10 personal leave with pay at the beginning of the first full pay period of the calendar year.

11 (2) For the calendar year in which an employee begins employment, the
12 employee is entitled only to the following personal leave with pay:

13 (i) 6 days, not to exceed 48 hours, if employment begins on or after
14 January 1 and on or before the last day in February;

15 (ii) 5 days, not to exceed 40 hours, if employment begins on or after
16 March 1 and on or before April 30;

17 (iii) 4 days, not to exceed 32 hours, if employment begins on or after
18 May 1 and on or before June 30; or

19 (iv) 3 days, not to exceed 24 hours, if employment begins on or after
20 July 1.

21 (b) Personal leave may be used for any purpose.

22 (C) EMPLOYEES OF BALTIMORE CITY COMMUNITY COLLEGE IN THE STATE
23 PERSONNEL MANAGEMENT SYSTEM ARE ENTITLED TO 3 DAYS, NOT TO EXCEED 24
24 HOURS, OF PERSONAL LEAVE AND 3 DAYS OF PAID ADMINISTRATIVE LEAVE TO BE
25 DESIGNATED BY THE COLLEGE TO COINCIDE WITH BREAKS IN ITS ACADEMIC
26 CALENDAR.

27 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
28 July 1, 1997.