**Know Your Rights- Sick Leave Fact Sheet**

AFSCME Maryland – Bargaining Unit H

Effective January 1, 2024 – December 31, 2026

**Eligibility for Sick Leave**

Employees represented by Bargaining Unit H are entitled to use earned sick leave for the following reasons:

* Personal illness or disability
* Illness, disability, or death of an immediate family member
* Birth or adoption of a child
* Medical appointments for the employee or immediate family

Note: “Immediate family” is defined per COMAR 17.04.11.06.

**Notification Requirements**

* Notify your immediate supervisor or designated contact as per agency policy.
* If unavailable, leave a voicemail or contact a backup number, if provided.
* Daily check-ins are required unless a return date has been given.
* Employers may not request specific medical diagnoses unless permitted by law.

**Certification Requirements**

**Absences of 5 or More Consecutive Workdays:**

* Must provide a doctor’s note or certification from a healthcare provider.

**Absences of Less Than 5 Consecutive Workdays:**

* Does not require medical documentation.

**Documentation may be required if:**

* You maintain a zero or near-zero sick leave balance without reason.
* You’ve had six or more undocumented sick leave occurrences in the past 12 months.
* You’ve previously had an undocumented absence of more than 4 consecutive days.

**Procedures for Requiring Documentation (On-Day-Sick-Slip)**

* Employer must first issue oral counseling.
* After another undocumented absence, a written notice may be issued requiring documentation for 6 months.
* If no further issues occur, the requirement will be removed. Non-compliance may extend the requirement.

**Usage & Increments**

* Sick leave may be used in minimum 30-minute increments.

**Additional Resources**

View the full MOU here:

[MOU for Bargaining Unit H (PDF)](https://dbm.maryland.gov/employees/Documents/CollectiveBargaining/MOU%20for%20Bargaining%20Unit%20H.pdf)

For questions or assistance, contact Local 3661