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# Know Your Rights- Sick Leave Fact Sheet

AFSCME Maryland – Bargaining Unit H

Effective January 1, 2024 – December 31, 2026

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## 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.

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## 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.
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## Certification Requirements

### Absences of 5 or More Consecutive Workdays:

- Must provide a doctor's note or certification from a healthcare provider.



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### **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.

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### **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.

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### **Usage & Increments**

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

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### **Additional Resources**

View the full MOU here:

[MOU for Bargaining Unit H \(PDF\)](#)

For questions or assistance, contact Local 3661