

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS – Title IX**

**INFORMATION: EMPLOYEE LEAVE  
SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY**

**ACM Human Resources Policy # 03.001.02 / SICK AND SAFE LEAVE**

Selected content from the policy:

Effective 2/11/18, Allegany College of Maryland (ACM) will provide paid earned Sick and Safe leave to eligible employees in accordance with the terms of this policy and The Maryland Healthy Working Families Act.

**Eligible EMPLOYEES**

This policy covers full- and part-time Administrators, Faculty, Staff and other employees who are employed by Allegany College of Maryland and regularly work more than 12 hours per week, or work 26 hours or more in a semi-monthly pay period. This includes; hourly part-time, credit adjunct faculty, non-credit continuing education instructors, student workers, temporary employees, and seasonal employees if they meet the hourly requirements.

This policy does not apply to an employee who regularly work less than 12 hours per week or less than 26 hours per week in a semi-monthly pay period, is not guaranteed to be called upon to work by ACM, such as an independent contractor, or who is employed by a temporary or outside staffing agency.

Employees whose pay is not reduced for an absence due to sick or safe leave, such as coaches, will not accrue additional sick or safe leave.

**USE OF SICK AND SAFE LEAVE**

**If the absence of work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member; and the leave is being used by the employee to obtain for the employee or the employee's family member medical or mental health attention that is related to the domestic violence, sexual assault, or stalking; services from a victim services organization related to the domestic violence, sexual assault, or stalking; or legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking.**

See the actual policy for details about earning the leave and procedures for using the leave.