

Procedures for Administering the Maryland Flexible Leave Act For Johns Hopkins University Staff (including JHU Bargaining Unit Employees)

1. Employees whose primary work location is in Maryland can use earned leave to cover absences for the illness or bereavement of a qualified family member (child, spouse, parent or domestic partner).

Definition of Qualified Family Member

- Spouse: Husband or wife
 - Domestic partner: A domestic partner is a non-related adult with whom you are in a committed relationship. Both you and your domestic partner must be at least 18 years old, committed as a family in a long-term relationship of indefinite duration and are socially, emotionally, and financially interdependent in an exclusive mutual commitment in which you agree to be responsible for each other's common welfare and share financial obligations.
 - Child: Biological, adopted or foster child, a stepchild, or a legal ward who is under the age of 18 years or at least 18 years old and incapable of self-care due to a mental or physical disability.
 - Parent: Biological, adoptive or foster parent, a stepparent, a legal guardian, a person standing in loco parentis or a parent-in-law.
2. Employees can elect the type and amount of earned leave (sick, vacation, or floating holiday) to be used. Member of a collective bargaining unit should refer to their handbook to determine the type of leave and how much leave can be taken.
 3. Employees must follow department rules for reporting all absences from work.
 4. When requesting leave, the employee must identify the individual who is ill, the relationship and the earned leave to be charged. Confirmation of the relationship may be required (examples: birth certificate, marriage certificate, adoption, benefits same or opposite sex domestic partner document, etc.)
 5. Supervisors will use this information to determine whether the leave requested is for a covered family member under the university's FML policy. Refer to the [Family and Medical Policy](#) for additional details. A written statement from the family member's attending physician may be required if the absence is for three or more consecutive shifts.
 6. Leave taken in accordance with the Maryland Flexible Leave Act should be recorded on timesheets as follows:
 - MLH - Maryland Flexible Leave Act floating holiday
 - MLS - Maryland Flexible Leave Act sick leave
 - MLV - Maryland Flexible Leave Act vacation leave

When Family and Medical Leave is combined with the Maryland Flexible Leave Act, the absence should be recorded as follows:

- FMLS - Accrued sick leave is used for serious illness of a family member under FMLA and Maryland Flexible Leave
- FMLV - Accrued vacation leave is used for serious illness of a family member under FMLA and Maryland Flexible Leave
- FMLH - Floating holiday leave is used for serious illness of a family member under FMLA and Maryland Flexible Leave

A detailed listing of available codes for the e210 system can be found here:

https://e210.johnshopkins.edu/e210/help_code_list.jsp and the link for JHU Kronos Absence Codes list can be found by clicking [here](#).

7. An employee cannot be discharged, demoted, suspended, disciplined or otherwise discriminated against, nor can the employer threaten to take any of these actions against an employee, due to their application for or use of leave.
8. The procedures provided in this document are subject to change in response to revisions and amendments to state laws and regulations, and/or University policies, rules and/or procedures.