

Leave Reserve Fund for Regular Status Nonexempt and Exempt Staff Employees

I. Purpose

This procedure has been developed in accordance with [USM VII – 7.11 Policy on Leave Reserve Fund for Regular Status Nonexempt and Exempt Staff Employees.](#)

II. Definitions

- A. LRF. The University System of Maryland Leave Reserve Fund, which consists of employees' personal leave that is unused at the end of each calendar year.
- B. Temporary Medical Disability. The employee has a reasonable expectation of returning to work.
- C. Creditable Service. Service required for computing the amount of any benefits.
- D. Parental Leave. The eight-week period of assured paid leave available to staff employees under the [USM VII-7.49 Policy on Parental Leave and other Family Supports for Staff.](#)

III. General Guidelines

- A. The Leave Reserve Fund provides paid leave to full-time and part-time employees who become temporarily medically disabled. A person authorized to act on the employee's behalf may make the leave request on behalf of the employee when the employee is unable to do so.
- B. An employee wishing to receive leave under this policy shall submit a request directly to the Office of Human Resources (OHR). The request may be submitted by using the "USM Leave Reserve Fund Request" form, or by a written request containing the following information:
 - Employee's name;
 - Name of institution;
 - Employing department;
 - Employee's position title, USM service date and number of months of creditable service;
 - Amount of leave and specific dates requested; and
 - Physician's certification of temporary disability which includes the physician's judgment as to when the employee may reasonably be expected to return to work – a prognosis, or appropriate documentation of the birth or adoption of a child, if the employee is requesting parental leave. (This information should be kept confidentially at the institution and not forwarded to the USMO-HR.)
- C. If OHR determines that the employee is eligible to apply for leave from the LRF, it will forward the request for leave to the USMO-HR within five working days following receipt

of the request from an employee. The USMO-HR office will issue a response within five working days after its receipt of a request for leave.

- D. An employee who is determined to be ineligible for leave from the LRF by OHR, or whose request for leave is denied by the USMO-HR, shall have the right to file a grievance concerning that determination in accordance with Section 13-201 et seq., of the Annotated Code of Maryland Education Article. Such a grievance shall be initiated at Step Two of that grievance procedure within five days after receipt of the written determination of OHR or the USMO-HR which is the subject of the grievance. In the case of a grievance concerning the denial of a request for leave by the USMO-HR, the written decision by the President or President's designated representative shall be rendered after consultation with the Chancellor or the Chancellor's designated representative.
- E. The employee, or someone on the employee's behalf, may submit to Chief Human Resource Officer, a written request to use leave from the LRF, together with documentation that the employee has:
 - 1. Completed at least one year of service with the University System of Maryland;
 - 2. Met the requirements of this policy to establish:
 - a. A temporary medical disability which is authenticated by a licensed or certified medical provider in accordance with established leave authorization procedures, and by the institutional or State Medical Director; and when the employee has a reasonable expectation of return to work; or
 - b. Eligibility for Parental Leave under [USM Policy VII-7.49](#);
 - c. Exhaustion of all available leave, as stated in the Sick Leave Article, Section II. G.; and
 - d. A satisfactory record of sick leave use and work performance.
- F. In addition, each request must specify the number of days requested and must provide a justification for the number of days requested. The maximum number of days which may be requested from the LRF shall not exceed one day for each month of creditable service, as defined by the Maryland State Retirement and Pensions Systems.
- G. The President or designee of the institution shall determine whether the requirements of this policy (Section III) have been met, and, if so, shall approve the request for the use of the LRF. Based upon the employee's justification for the request, the President or designee may approve the number of days requested or may approve some lesser number of days. The head of the institution's OHR shall forward the approved requests to the USM Human Resources Office staff.

IV. Other

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

V. Reference(s)

[USM VII – 7.11 Policy on Leave Reserve Fund](#)
[FSU Employee Handbook](#)