

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 02/12/18, Revised : 1/10/2024
RE: Maryland Accrued Paid Sick Leave

Maryland employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked; beginning at the commencement of employment or February 11, 2018, whichever is later.

Employees may not accrue more than forty (40) hours / five (5) days of sick leave during each calendar year (January 1 – December 31). An employee may carry over any earned but unused sick and safe leave up to 40 hours but an employee may not accrue more than 64 hours of sick and safe leave at any time. The Company, however, limits an employee's use of paid sick leave to forty (40) hours / five (5) days per calendar year.

All employees may utilize accrued leave beginning on their 106th day of employment.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) obtain preventative care; or (3) maternity or paternity leave and (4) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. A family member includes a spouse, child, parent, grandparent, grandchild or sibling.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day and when possible, employees should provide as much notice to their supervisor in advance of their need to use available sick leave. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination. If an employee is rehired within 37 weeks then unused accrued sick time will be reinstated.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

For additional information regarding the Act, you may refer to the Commissioner of Labor and Industry: 1100 North Eutaw St. Room 600, Baltimore, MD 21201 or dldlaborindustry-dllr@maryland.gov.