



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: **Temporary Employees**  
From: **Lorraine Faris**  
Senior Manager, HR Operations  
Subject: **Temporary Employee Leave**

Date: February 14, 2018

Instructions:

Copies to: Timekeepers  
Principals/Supervisors  
Payroll Technicians  
K. Stawas, D. Andersen

As you may know, the Maryland Legislature has enacted the Maryland Healthy Working Families Act that requires employers in Maryland to provide paid leave to all employees, including temporary employees, as long as they work a specified number of hours in a pay period. This was communicated to AACPS employees in an all staff email on Friday, February 9, 2018.

In accordance with the Act, as a temporary employee you will be eligible to accrue at least one (1) hour of paid leave if you work 30 hours or more in a pay period. This leave will be accumulated in your record and viewable online through Employee Self Service (ESS). Instructions to access ESS are available online at [Employee Self Service](#).

Additionally, the Act provides that leave may be used after 106 days. Since the Act is effective February 11, 2018, you may begin to use any accumulated leave starting May 28, 2018. Instructions regarding requesting to use paid leave will be distributed in early May.

In addition to this memo you may refer to an updated Terms of Employment for Temporary Employees, and Frequently Asked Questions (FAQs).

We have informed your timekeeper and supervisor of this requirement. It is imperative that the hours you work at all assigned work locations be reported on the timesheet provided at your work location. Delayed reporting of time worked by temporary employees could jeopardize the accurate accrual of paid leave. Your assistance with correctly recording hours worked is appreciated.

Pay periods for FY2018 after the effectiveness of the Act are:

Pay Period			PAYDAY
<b>Feb 14</b>	<b>to</b>	<b>Feb 27</b>	<b>3/14/2018</b>
<b>Feb 28</b>	<b>to</b>	<b>Mar 13</b>	<b>3/28/2018</b>
<b>Mar 14</b>	<b>to</b>	<b>Mar 27</b>	<b>4/11/2018</b>
<b>Mar 28</b>	<b>to</b>	<b>Apr 10</b>	<b>4/25/2018</b>
<b>Apr 11</b>	<b>to</b>	<b>Apr 24</b>	<b>5/9/2018</b>
<b>Apr 25</b>	<b>to</b>	<b>May 8</b>	<b>5/23/2018</b>
<b>May 9</b>	<b>to</b>	<b>May 22</b>	<b>6/6/2018</b>
<b>May 23</b>	<b>to</b>	<b>Jun 5</b>	<b>6/20/2018</b>

Questions regarding the rate of pay should be directed to Lisa Boone at 410-222-5071.

LF/lf  
Attachments:  
Terms of Employment for Temporary Employees  
Frequently Asked Questions