

USM Bylaws, Policies and Procedures of the Board of Regents

3. Exhaustion of all available earned sick leave, annual leave, personal leave, compensatory leave, accumulated holiday leave, advanced sick leave and extended sick leave (if eligible); and
4. A satisfactory record of sick leave use and work performance.

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 (1) day for each month of creditable service, as defined by the Maryland State Retirement and Pensions Systems.

IV. INSTITUTION APPROVAL

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 institution Director of Human Resources/Personnel shall forward the approved requests to the USM Director of Human Resources.

V. ADMINISTRATION OF THE USM LEAVE RESERVE FUND

- A. The USM Director of Human Resources shall administer the LRF. Based on information submitted with the request, the USM Director of Human Resources shall verify the employee's eligibility to use leave from the LRF and may return to the President or designee any request of an employee whose eligibility the USM Director of Human Resources deems questionable. The USM Director of Human Resources shall accept the final determination of the President or designee as to the employee's eligibility.
- B. Once the employee's eligibility has been established, the USM Director of Human Resources shall determine the amount of leave to be granted to the employee based on guidelines established by the Chancellor. Such guidelines may establish a cap on the number of days granted to any one employee and may include other provisions designed to fairly distribute among eligible employees the days available in the LRF. Within these guidelines, the USM Director of Human Resources shall transfer leave from the LRF to the eligible employee.
- C. The USM Director of Human Resources may not transfer leave from the LRF to an employee after the date on which the employee's disability retirement, granted by the Board of Trustees of the State Retirement Systems, is effective.

IMPLEMENTATION PROCEDURES

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.