

**MORGAN STATE UNIVERSITY  
BOARD OF REGENTS**

**TOPIC:** Holidays, Annual Leave and Extended and Advanced Sick Leave

**COMMITTEE:** Fiscal Affairs and Capital Planning Committee

**DATE OF MEETING:** November 20, 1996

**HOLIDAY LEAVE**

Senate Bill 774, Personnel Reform Leave Bill, to be effective January 1, 1997, includes higher education in the holiday portion of the leave benefits which eliminated four (4) holidays and added one (1). The four holidays eliminated were Defender's Day, Good Friday, Lincoln's Birthday and Maryland Day. The Friday following Thanksgiving has been added as a holiday. Also in Senate Bill 774, State employees in the Personnel Management System are given three (3) additional personal leave days. This provision, however, did not apply to higher education. The university of Maryland system has drafted a bill to allow higher education, which includes Morgan, to develop its own holiday schedule. Until a bill is passed to rectify this matter, it is recommended that the University grant three (3) administrative leave days to employees, only to be taken on the days specified. The dates of observation will be times students are not in attendance.

**CARRY OVER OF ANNUAL LEAVE**

Senate Bill 774 also allows State employees to carry over into the next calendar year fifty (50) annual leave days as opposed to the forty-five (45) currently allowed. It is recommended that Morgan's employees eligible to earn annual leave be afforded this benefit as well.

**EXTENDED AND ADVANCED SICK LEAVE**

Extended and Advanced Sick Leave are eliminated under the Personnel Reform Bill effective January 1, 1997. As participants in the State program, Morgan State employees would no longer have this benefit available. The State Donation and Sick Leave Bank provides an alternative for employees who have exhausted all leave.

**REQUEST FOR ACTION**

**The following items are, therefore, requested for approval effective January 1, 1997:**

- 1. Grant three (3) administrative leave days in calendar year 97 to be taken on dates designated by the University; and**
- 2. Authorize a carry over of fifty (50) annual leave days for employees eligible to earn leave.**

## GLOSSARY OF TERMS

- Advanced Sick Leave -** Leave which may be borrowed by a regular state employee who has exhausted all accumulated leave for use during an illness. The maximum allowance at any given time is 60 days. Employees are required to pay back this leave at a minimum of one half the sick leave earning rate.
- Extended Sick Leave -** Leave which is granted to a regular state employee for use for sickness after all accumulated leave, including advance sick leave, has been exhausted. Employees must have a minimum of 5 years of state service for eligibility. A combination of all leave, including accumulated, advanced sick leave and extended may not exceed a cumulative total of 15 months.
- Sick Donation Program -** An employee may voluntarily donate the employee's unused annual, personal, or sick leave to another employee who has exhausted all available annual, personal, sick and compensatory leave because of a serious and prolonged medical condition.
- Sick Leave Bank -** A depository of leave donated by state employees for withdrawal by those employees when absent due to serious or prolonged illnesses after exhausting all accumulated leave. A minimum donation of not less than 8 hours provides membership to the Bank for a period of two years.