DRAFT

BOARD OF DIRECTORS
MARYLAND ENVIRONMENTAL SERVICE
RESOLUTION
(95-8-1R)

A RESOLUTION APPROVING
AN AMENDMENT TO THE HUMAN RESOURCES REGULATIONS OF THE MARYLAND ENVIRONMENTAL SERVICE

R E C I T A L S

WHEREAS, the Service was created by, exists under, and exercises the powers contained in Sections 3-101 to 3-130, inclusive, of the Natural Resources Article of the Annotated Code of Maryland (the "Act") including (among others) the power to appoint employees and determine employee benefits and leave policies, and

WHEREAS, the Board of Directors of the Service (the "Board") has previously approved the adoption of regulations establishing and governing the Service Human Resources System, which regulations have been adopted pursuant to the Maryland Administrative Procedure Act and are now codified at COMAR 14 27 02, and

WHEREAS, COMAR 14 27 02 12 authorizes the Service to provide its sick leave to its employees, and also establishes conditions on the amount of sick leave an employee may earn and accumulate, and

WHEREAS, the Service desires to amend COMAR 14 27 02 12 in order to change the maximum amount of sick leave employees of the Service may earn and accumulate

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Maryland Environmental Service that

1 In this Resolution underscored language is new language to be added to the Service's Human Resources regulations, and [bracketed] language is language to be deleted

2 The Service shall amend COMAR 14 27 02 12 to read as follows

A Amount of Leave Earned

(1) Starting with the first month of service an employee shall earn 1 hour of sick leave for each 37 14 hours worked An employee may not earn more than 7 days of sick leave in a calendar year

(2) An employee may not earn sick leave upon hours worked in excess of the employee's standard workweek

(3) Under this regulation the amount of hours an employee has worked shall include any hours the employee is on paid leave

(4) The Service may establish a program to annually compensate employees for unused sick leave The Service may not compensate an employee for more than 3 unused sick leave days per year, and may not compensate an employee who uses more than 3 days of sick leave per calendar year The Board shall approve the program before it is implemented by the Service

B Except as provided in this Regulation, [An] an employee may not accumulate more than [15] 30 days of unused sick leave The program established pursuant to Regulation 12A(4) may provide that the maximum amount of sick leave an employee may accumulate shall increase from 15 to 30 days based upon the amount of sick leave the employee uses in a calendar year

3 This Resolution shall take effect immediately

ADOPTED, this _____ day of August, 1995

MARYLAND ENVIRONMENTAL SERVICE

BY _____
JAMES W PECK, DIRECTOR

BY _____
ANNETTE ANSELMI, TREASURER

BY _____
CAROLYN D DAVIS, SECRETARY