



**MARYLAND SUPPLEMENT
2023**

ComplianceHR

Note: This Employee Handbook is not intended to apply to any particular employer or to provide legal advice or opinion. Such advice may only be given when related to specific handbooks and specific fact situations. In no circumstances should any employee handbook be adopted and issued to employees before the final draft has been approved by experienced labor counsel. These employee handbook templates generally include policies prompted by federal and state laws in the employee policy context, as well as leave of absence and scheduling policies intended to comply with local laws in major municipalities (i.e., those with 100,000 residents or more). The handbook templates do not include the following: social media policies; drug-testing policies; policies related to municipal laws other than those specified above; or policies specific to government contractors or certain industries. Generally, the templates do not address industry-specific requirements, except where indicated.

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GENERAL INFORMATION

About This Maryland Supplement

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Maryland employees will receive the Company’s national handbook (“National Handbook”) and the Maryland Supplement to the National Handbook (“Maryland Supplement”) (together, the “Employee Handbook”).

The Maryland Supplement, however, applies only to Maryland employees. It is intended as a resource containing specific provisions derived under Maryland law that apply to the employee’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Maryland Supplement are different from, or more generous than those in the National Handbook, the policies in the Maryland Supplement will apply.

The Maryland Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of the Company or an authorized representative.**

If employees have any questions about these policies, they should contact their DAHL representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the Employee Handbook, the Company is committed to equal employment opportunity. We comply with Maryland law which prohibits discrimination and harassment against any employee, intern or applicant for employment based on race (including certain traits associated with race such as hair texture, afro hairstyles, and protective hairstyles (e.g., braids, twists and locks)), color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, gender identity, genetic information and disability. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Reasonable Accommodation for Pregnant Employees

Pregnant employees who have a temporary disability (as defined under Maryland law) that is caused or contributed to by pregnancy, may request the following accommodations: (1) changing of job duties; (2) relocating a work area; (3) providing

mechanical or electrical aids; (4) transferring to a less strenuous or less hazardous position; (5) temporary change in work hours; or (6) providing leave.

After an employee has made a request for accommodation under this policy, she and the Company will engage in an interactive process to determine what accommodation, if any, may be appropriate.

An employee requesting an accommodation under this policy may be required to provide a health care provider's certification that includes the date the accommodation became medically advisable, the probable duration of the accommodation and an explanatory statement as to the medical advisability of the accommodation.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their DAHL representative.

COMPENSATION PRACTICES

Meal and Rest Periods—for Retail Employees

Eligible retail employees who work four to six consecutive hours will be provided with a 15-minute nonworking shift break. However, if the employee is entitled to a 30-minute shift break, as detailed below, they will not also be provided with a 15-minute break.

Employees who work more than six consecutive hours will be provided with a 30-minute nonworking shift break.

Employees who work more than eight consecutive hours in a single shift will be provided with an additional 15-minute nonworking shift break.

For each additional four-hour consecutive shift worked, employees will be provided with an additional 15-minute nonworking shift break.

If an employee's hours do not exceed six consecutive hours, the employee may waive his or her 15-minute shift break by mutual written agreement between the employee and the Company.

The shift break may be considered a working shift break if:

- The type of work prevents an employee from being relieved of work during the nonworking shift; or
- The employee is allowed to consume a meal while working and the working shift break is counted toward the employee's work hours; and the employee and the Company mutually agree in writing to the working shift break.

Meal Breaks for Minors

Employees who are under age 18 will not be permitted to work more than five hours continuously without at least a 30-minute meal break.

During the meal break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

Any employee who is unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify a supervisor and/or Human Resources.

Lactation Accommodation [Baltimore]

In accordance with the Baltimore City Lactation Accommodation Ordinance (the “Lactation Accommodation Ordinance”), the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee’s child.

If an employee otherwise receives any paid rest or break time, the lactation break time should, to the extent possible, run concurrently with that paid break time. If the break time cannot run concurrently with any paid rest or break time already provided to the employee, the break time will be unpaid for nonexempt employees.

Lactation Location

Upon request, the Company will provide a lactation location (other than a bathroom or closet) that is in close proximity to the employee’s work area. The lactation location may be the place where the employee normally works, if it otherwise meets the requirements of the Lactation Accommodation Ordinance.

The lactation location will shield occupants from view and intrusion by coworkers and others and will be safe, clean and free of toxic or hazardous materials. The lactation location will contain a surface on which to place a breast pump and other personal items, a place to sit and at least one electrical outlet. A sink with running hot and cold water and a refrigerator in which the employee can store breast milk will either be present in the lactation location itself or at another location that is within close proximity to the employee’s work area. Access to the lactation location will be limited by a door that can be locked from the inside.

A designated lactation location may also be used for other purposes. However, throughout the period when an employee needs to express milk, the primary function of the space will be its use as a lactation location. Employees who might otherwise wish to use the designated space should be aware that its primary function is to serve as a lactation location (when applicable), which takes precedence over all other uses.

Employees who have questions or concerns related to lactation location scheduling should contact their DAHL representative.

Requesting a Lactation Accommodation

Baltimore employees have a legal right to request a lactation accommodation. To request a lactation accommodation, employees should complete a Lactation Accommodation Request Form and submit the form to their DAHL representative. The Company will respond to the employee's request within five business days and will engage in an interactive process to determine lactation break periods and an appropriate lactation location.

If the Company does not provide lactation breaks or a lactation location, or provides a lactation location that does not fully comply with the BLAO or asserts a waiver or variance for undue hardship, the Company will describe, in a written response to a lactation accommodation request, the specific bases for which the Company has done so.

Employees should contact their DAHL representative with any follow-up inquiries.

Retaliation Prohibited

Under the Lactation Accommodation Ordinance, employers who do not provide lactation breaks or a lactation location, provide a lactation location that does not fully comply with the law or assert a waiver or variance from the lactation accommodation requirements are required to describe, in a written response to the employee's request for accommodation, the specific bases for not providing the accommodation. The Company will not demote, terminate or otherwise retaliate against an employee who requests or makes use of the accommodations and break time described in this policy or otherwise exercises rights conferred by the Lactation Accommodation Ordinance. Any employee who believes she has experienced a violation of the Lactation Accommodation Ordinance or this policy can report their concerns to their DAHL representative. Employees can also file a complaint regarding alleged violations of the Lactation Accommodation Ordinance with the Baltimore Community Relations Commission.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing his or her own wages or those of another employee. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee on the basis of such a disclosure or because the employee inquires about the reason for his or her wages or aids or encourages another employee's exercise of rights under the Maryland equal pay law.

This policy does not apply to disclosure of other employees' wage information by employees who have access to such information solely as part of their essential job

functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information. Company representatives may disclose employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under state law.

TIME OFF AND LEAVES OF ABSENCE

Use of Paid Leave to Care for Family Members or Bereavement

Employees may use available earned paid leave to take time off to care for an immediate family member who is sick under the same conditions and policy rules that would apply if the employee took leave for their own illness. Employees can also use available paid leave for bereavement leave upon the death of an immediate family member. or for bereavement leave upon the death of an immediate family member.

For purposes of this policy, "immediate family member" means a child (adopted, biological, foster or step-child or a legal ward), spouse or parent. In the case of leave to care for a sick family member, "child" means a child who is under the age of 18 years or who is at least 18 years old and incapable of self-care due to a mental or physical disability. For bereavement leave, a "child" means a child of any age.

To the extent that an employee has more than one form of paid leave available, the employee has the right to elect the type and amount of paid leave to be used. However, for purposes of this policy, paid leave does not include short-term disability leave, other disability benefits, workers' compensation or similar benefits.

The Company will not discharge, demote, suspend, discipline or discriminate against employees because they request or take leave in accordance with this policy, oppose a practice prohibited by the Maryland Flexible Leave Act or bring a charge or participate in an investigation or proceeding related to a violation of that Act.

Parental Leave

The Company will permit eligible employees to take up to six workweeks of unpaid leave in a 12-month period for the birth of the employee's child or for the placement of a child with the employee for adoption or foster care.

The Company may deny any leave request if the denial is necessary to prevent substantial and grievous economic injury to the Company's business operations and the Company notifies the employee of the denial before the employee starts their leave.

Leave Eligibility

To be eligible for parental leave, as of the date leave begins, employees must be employed with the Company for at least 12 months and for 1,250 hours during the previous 12 months. Additionally, employees must work at a worksite where the Company employs at least 15 employees within a 75-mile radius.

Notice Requirements

Before using parental leave time, employees must provide the Company with at least 30 days' written notice of their intent to take parental leave, except that no prior notice is required following a premature birth or the unexpected placement of an adopted or foster child.

Compensation And Benefits

While parental leave is unpaid, employees may substitute any accrued paid time off, if applicable, for any part or all of the parental leave period.

The Company will maintain employees' group health insurance coverage during the leave period under the same terms and conditions that would have applied had the leave not been taken. If employees fail to return to work after leave, the Company may seek to recover any premiums paid for maintaining coverage by deducting the amount from the employee's final wages, unless the employee's failure to return to work was due to circumstances beyond his or her control.

Reinstatement

Employees who return to work after taking parental leave will be restored to the job they held at the time the leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The Company may deny reinstatement if the denial is necessary to prevent substantial and grievous economic injury to the Company's business operations. If the Company determines that it must deny reinstatement for this reason, it will notify the employee.

Additionally, the Company will, during the parental leave period, terminate an eligible employee's employment only for cause.

No Retaliation

The Company will not terminate or otherwise discriminate against employees for requesting or taking parental leave, making a complaint to the Company, Secretary of Labor or another person or for bringing or participating in an action relating to a violation of this policy or the Maryland Parental Leave Act.

Military Leave

Dahl Consulting will extend the protections of the federal Service Members Civil Relief Act of 2003 (formerly the Soldiers' and Sailors' Civil Relief Act of 1940) and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) to members of the National Guard as follows:

- The Service Members Civil Relief Act applies when members of the Maryland National Guard are ordered to military duty under state or federal authority for a period of 14 consecutive days or longer.
- USERRA applies when members of the Maryland National Guard are ordered to military duty under state or federal authority for any period of time, even if the member is not a resident of or employed in Maryland. USERRA also applies to residents of Maryland who are members of the National Guard of another state or the District of Columbia and are ordered to military duty for any period of time by the chief executive officer of that jurisdiction or under federal authority.

For more information, please contact their DAHL representative.

Deployment of Family Member in the Armed Services

Employees who have worked for the Company for one year and at least 1,250 hours during the previous 12 months may take unpaid leave to spend time with their immediate family member (i.e., spouse, parent, stepparent, child, stepchild or sibling) on the day the family member leaves for, or returns from, active military duty outside the United States. The Company will not require employees to use sick, vacation or other paid leave when taking leave. Employees must submit proof verifying that the leave is being taken for this purpose.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

If employees have less than two consecutive hours before or after work to vote, they may take up to two hours off from work, without loss of pay, to vote. Any additional time off will be without pay for nonexempt employees.

The Company asks that employees request time off to vote from their supervisor at least one day prior to Election Day so that the time off can be scheduled to minimize disruption to normal work schedules. Proof of having voted may be required.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service subpoena, attend court for prospective jury service or serve as a juror. If an employee requires time off for these purposes, they must provide the Company with reasonable advance notice. In addition, verification from the court clerk of having served may be required.

If an employee is absent from work to participate in the jury selection process or to serve as a juror, the employee will not be required to use accrued vacation or sick leave during the absence. If employee jury service takes more than four hours, including travel time, the Company will not require that the employee return to work that day, if the shift begins at 5:00 p.m. or thereafter or before 3:00 a.m. on the day following appearance for jury service.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Crime Victim Leave

An employee who is the victim of a crime may take time off from work to attend any proceeding relating to the crime, provided the employee has the right to appear. An employee will be eligible for leave under this policy if the employee is:

- The victim of the crime or juvenile delinquent act at issue in the proceeding;
- The victim's next of kin or guardian when the victim is deceased or disabled; or
- The victim's representative appointed by the court.

Time off under this policy will be without pay except that exempt employees will not incur any reduction in pay for a partial week's absence to appear as a witness.

Volunteer Emergency Responder Leave

Employees that are members of a civil air patrol, civil defense organization, volunteer fire department or volunteer rescue squad will be provided with time off to respond to events declared by the Governor to be an emergency. Employees must make every effort to notify the Company on each occasion that the employee will be late or absent from work to respond to an emergency.

The Company will not terminate, demote or take other adverse action against an employee for taking time off under this policy, provided the employee submits written proof that his or her participation was required.

Civil Air Patrol Leave

Employees who are members of the Maryland Wing of the Civil Air Patrol will be eligible for up to 15 days of unpaid leave to respond to emergency missions. Employees seeking leave under this policy must give the Company as much notice as possible of the intended dates of the beginning and end of the leave. After arriving at an emergency location, the employee must also provide the Company with an estimate of the amount of time needed to complete the emergency mission and then report any necessary changes to that estimate as they arise.

An employee seeking leave under this policy will be required to verify his or her eligibility. Failure to do so may result in denial of the request for leave. Employees will be reinstated to their prior position or a position with equivalent seniority, pay, benefits and employment conditions upon return, unless the Company cannot restore the employee because of unrelated circumstances.

Bone Marrow or Organ Donor Leave

Eligible employees will be allowed up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 business days in any 12-month period to serve as a bone marrow donor.

Employees are eligible for leave if they have requested organ or bone marrow donation leave and, on the date when the requested leave is scheduled to begin, will have worked for the Company for at least a 12-month period and 1,250 hours during the previous 12 months.

Employees who seek leave under this policy must provide written physician verification confirming that they are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

During a leave of absence under this policy, the Company will maintain and pay for coverage under a group health plan in the same manner as if the employee were actively at work during the leave period.

The leave of absence will be unpaid. Leave provided under this policy will be in addition to, and not run concurrently with, leave taken in accordance with the federal Family and Medical Leave Act (FMLA). A leave of absence under this policy will not constitute a break in an employee's continuous service for the purpose of the right to salary adjustments, sick leave, vacation, paid time off, annual leave or seniority.

Upon return from leave, an employee will be restored to the same position or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, the Company may decline to restore an employee for reasons unrelated to the exercise of rights under this policy.

The Company will not discriminate or retaliate against any employee for requesting or taking a leave under this policy, making a complaint (to the Company, the Maryland Commission of Labor and Industry or another person) or testifying in an action pertaining to Maryland's law on organ and bone marrow donation.

Paid Sick, Safe and Parental Leave [Maryland]

The Company provides eligible employees with paid sick, safe and parental leave in accordance with the requirements of the Maryland Healthy Working Families Act ("HWFA").

Eligibility

Employees who regularly work 12 or more hours per week are generally eligible to accrue paid sick, safe and parental leave for hours worked in Maryland. Eligible employees do not include those who are:

- Employed by a temporary services agency to provide temporary staffing services and the agency does not exercise day-to-day control over the individual's assignments and supervision while providing temporary staffing services;
- Directly employed by an employment agency to provide part-time or temporary services to the Company; or

Accrual and Use of Sick, Safe and Parental Leave

Eligible employees begin to accrue paid sick, safe and parental leave on February 11, 2018, or their date of hire, whichever is later. Paid sick, safe and parental leave generally accrues at a rate of one hour for every 30 hours worked, up to a maximum annual accrual of 40 hours in a single employment or anniversary year

Exempt employees are assumed to work the number of hours worked in a normal workweek, up to 40 hours each workweek.

Eligible employees may not use accrued sick, safe and parental leave until after their 106th calendar day of employment.

Paid sick, safe and parental leave may be used in increments of four hours. Eligible employees may use up to 64 hours of paid sick, safe and parental leave in any **consecutive 12-month period.**

Employees are not required to search for or find an employee to cover their work when they take sick, safe and parental leave and are not required to offer or accept an offer of additional hours or a trade in shifts to make up for the use of such time. Paid sick, safe and parental leave taken in accordance with this policy will not be counted as an absence or occurrence that may result in discipline, termination or other adverse employment action.

Reasons Paid Sick, Safe and Parental Leave May Be Used

Employees may use sick, safe and parental leave for the following reasons:

- To care for or treat the employee's or his or her family member's mental or physical illness, injury or condition;
- To obtain preventive medical care for the employee or his or her family member; or
- For maternity or paternity leave.

Employees may also use paid sick, safe and parental leave if the employee or a family member is a victim of domestic violence, sexual assault or stalking and needs time off to:

- Obtain medical or mental health attention related to the domestic violence, sexual assault or stalking;
- Obtain services from a victim services organization;
- Temporarily relocate due to domestic violence, sexual assault or stalking; or
- Obtain legal services, including legal proceedings related to or resulting from the domestic violence, sexual assault or stalking.

For purposes of this policy, "family members" include a:

- Child (including a biological, adopted, foster or stepchild, a legal ward of the employee or employee's spouse, or a child for whom the employee has legal or physical custody or guardianship or for whom the employee stands *in loco parentis*, regardless of the child's age);
- Parent (including a biological, adoptive, foster or stepparent of the employee or the employee's spouse; a legal guardian; or a person who acted as a parent or stood *in loco parentis* to the employee or employee's spouse when they were minors);
- Spouse;
- Sibling (including a biological, adopted or foster sibling or a stepsibling);
- Grandparent (including a biological, adoptive, foster grandparent or step-grandparent); or
- Grandchild (including a biological, adoptive, foster or step-grandchild).

Requesting Sick, Safe and Parental Leave/Documentation

If the need for sick, safe and parental leave is foreseeable, employees must provide notice seven days before the leave would begin, unless they learn of the need to use leave within a shorter period. If the need for sick, safe and parental leave is unforeseeable, employees should provide notice as soon as practicable after the need for leave arises. To provide notice of the need to use sick, safe and parental leave, employees should notify their DAHL representative.

If sick, safe and parental leave is used for more than two consecutive scheduled shifts, the Company may require that employees provide reasonable documentation to verify that the leave time is used appropriately. Employees are not required to disclose specific details of their own mental or physical illness, injury or condition or that of a family member.

Failure to comply with these notice and documentation requirements may result in the denial of a leave request.

Rate of Pay

Sick, safe and parental leave is paid at the same rate, and with the same benefits, the employee normally earns.

Leave Carryover

Employees who have accrued sick, safe and parental leave remaining at the end of the employment or anniversary year may carry over up to 40 hours of the accrued and unused time to the next year. However, employees may not use more than 64 hours of sick, safe and parental leave in a consecutive 12-month period of time. In addition, once an employee has a bank of 64 hours of sick, safe and parental leave, no further sick, safe and parental leave will accrue until previously accrued leave is used.

The Company does not offer pay in lieu of actual sick, safe and parental leave.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees related to medical concerns or the birth or placement of a child under certain federal, state and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their DAHL representative for information about other federal, state and municipal medical or family leave rights.

Separation From Employment

Compensation for accrued and unused sick, safe and parental leave is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 37 weeks after separation from employment, previously accrued but unused sick, safe and parental leave will be immediately reinstated.

Retaliation

The Company will not retaliate or tolerate retaliation against any employee who, in good faith, reports an alleged violation of the HWFA or otherwise exercises his or her rights under the HWFA. Employees are, however, prohibited from making complaints, bringing an action or testifying in an action related to the HWFA in bad faith.

Paid Sick, Safe and Parental Leave [Montgomery County, MD]

The Company provides eligible employees with paid sick, safe and parental leave in accordance with the requirements of the Montgomery County Earned Sick and Safe Leave Law (“ESSLL”). The company also complies with Maryland’s Healthy Working

Families Act (“HWFA”) and will comply with all applicable requirements of the HWFA that are more favorable to employees.

Eligibility

Employees who have a regular work schedule and regularly work in Montgomery County (the “County”) more than eight hours per week are eligible to accrue paid sick, safe and parental leave. Eligible employees do not include those who do not have a regular work schedule with the Company, are not employed by a temporary placement agency, contact the Company for work assignments and are scheduled for work assignments within 48 hours after making contact, and only have an obligation to work if they contact the Company for assignments.

Accrual of Sick, Safe and Parental Leave

Eligible employees begin to accrue paid sick, safe and parental leave on October 1, 2016, or the employee’s date of hire, whichever is later. Sick, safe and parental leave is accrued at a rate of one hour for every 30 hours worked in the County, up to a maximum accrual of 56 hours a single **consecutive year running from employee’s anniversary date of employment**. Exempt employees are assumed to work the number of hours worked in a normal workweek, up to 40 hours per workweek.

Although employees accrue sick, safe and parental leave starting from the date of hire, eligible employees may not use accrued leave until after the employee’s 90th calendar day of employment.

Paid sick, safe and parental leave may be used in increments of four hours. Eligible employees may use up to 80 hours of paid sick, safe and parental leave in any **consecutive 12-month period of time**.

Employees are not required to find an employee to cover their work when they take sick and safe leave and are not required to work an alternate shift to make up for the use of such time.

Reasons Sick, Safe and Parental Leave May Be Used

Employees may use sick, safe and parental leave for the following reasons:

- To care for or obtain treatment for the employee’s mental or physical illness, injury, or condition;
- To obtain preventive medical care for the employee or the employee’s family member;
- To care for the employee’s or family member’s mental or physical illness, injury or condition

- For the birth of a child, or for the placement of a child with the employee for adoption or foster care;
- To care for a newborn, newly adopted, or newly placed child within one year of birth, adoption or placement;
- If the employee's place of business is closed or the school or child care center of the employee's family member has been closed by order of a public official due to a public health emergency; or
- To care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize others' health because of the family member's exposure to communicable disease.

Employees may also use paid sick, safe and parental leave if the employee or a family member is a victim of domestic violence, sexual assault, or stalking and needs time off to:

- Obtain medical attention needed to recover from a physical or psychological injury caused by domestic violence, sexual assault, or stalking;
- Obtain services from a victim services organization;
- Temporarily relocate due to domestic violence, sexual assault, or stalking; or
- Obtain legal services, including preparing for or participating in any civil or criminal legal proceeding related to domestic violence, sexual assault, or stalking.

For purposes of this policy, "family members" include a:

- Spouse;
- Biological, adopted, or foster child; stepchild; or a child for whom the employee has legal or physical custody or guardianship or for whom the employee is a primary caregiver;
- Biological, adoptive, or foster parent of the employee or employee's spouse; stepparent; legal guardian; or person who served as the employee's primary caregiver when the employee was a minor;
- Sibling (including a biological, adopted, or foster sibling and the spouse of a sibling); and
- Grandparent (including a grandparent's spouse) or grandchild.

Requesting Leave/Documentation

Employees must provide notice of the need to use sick, safe and parental leave and the expected duration of the leave as soon as possible. To provide notice of the need to use leave, employees should contact their DAHL representative.

If sick, safe and parental leave is used for more than three consecutive workdays, the Company may require that employees provide reasonable documentation to verify that the leave time is used appropriately. Employees are not required to disclose specific details of their own mental or physical illness, injury, or condition or that of a family member.

Rate of Pay

Sick, safe and parental leave is paid at the same rate, and with the same benefits, the employee normally earns.

Leave Carryover

Employees who have accrued sick, safe and parental leave remaining at the end of company's preferred consecutive 12-month period of time - employment or anniversary year may carry over up to 56 hours of accrued and unused time to the next consecutive 12-month period of time. However, employees may not use more than 80 hours of sick, safe and parental leave in a employment anniversary year.

The Company does not offer pay in lieu of actual sick, safe and parental leave.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees related to medical concerns or the birth or placement of a child under certain federal, state, and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their DAHL representative for information about other federal, state, and municipal medical or family leave rights.

Separation from Employment

Compensation for accrued and unused sick, safe and parental leave is not provided upon separation from employment for any reason. If an employee is rehired by the Company to work in Montgomery County within nine months of separation from employment, previously accrued but unused sick, safe and parental leave will be immediately reinstated, unless the employee voluntarily left employment without good cause.

Retaliation

Individuals have the right to file a complaint regarding a violation of the ESSLL with the Montgomery County Office of Human Rights. The Company will not retaliate or tolerate

retaliation against any employee who, in good faith, exercises this or any other right under the ESSLL.

WORKPLACE SAFETY AND SECURITY

Smoke-Free Workplace

In accordance with Maryland law, the Company prohibits smoking in the workplace and in company-owned vehicles occupied by more than one person. If employees wish to smoke, they must do so outside the Company's facilities during scheduled work breaks.

Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Maryland law or this policy.

Employees that violate this policy may be subject to disciplinary action up to and including termination.

Cell Phone Use/Texting While Driving

As is set forth in the Employee Handbook, the Company prohibits employees from using cellular phones for business reasons while driving, or for any reason while driving for work-related purposes. Employees should also be aware that creating, sending or reviewing a text message or e-mail while driving or in the travel portion of the roadway is violation of Maryland law, in addition to being a violation of Company policy.