



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Developmental Disabilities Administration (DDA)

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

To: Self-Directed Service Participants & their Legal Representatives
Coordinators of Community Services (CCS)
Support Brokers
DDA Regional Offices
MedSource
The Arc of Chesapeake

From: Terah Tessier, Ph.D., Director of Coordination of Community Services

Re: Local labor requirements in Montgomery County: "Earned Sick and Safe Leave Law"

Date: October 3, 2016

As a courtesy, the Developmental Disabilities Administration (DDA) is informing you that in June of 2015 the Montgomery County Council enacted "Earned Sick and Safe Leave Law" applicable to employers and employees in Montgomery County (hereinafter referred to as the "Sick Leave Law") See Montgomery County Code, Chapter 27 Human Rights and Civil Liberties, Article XIII. The Sick Leave Law requires employers to provide each employee earned sick and safe leave for work performed in Montgomery County as further detailed therein. Under this law, an "employer" includes anyone doing business in the County who employs at least 1 employee to do work in that County. The Sick Leave Law goes into effect on October 1, 2016.

This memorandum is to inform you that, as a participant in the Self-Directed Services Program, you are an Employer of Record and, as such, it is your responsibility to comply with applicable federal, state, and local laws and regulations.

You will need to work with your Support Broker to adjust your budget to reflect this change. Your options include: (1) using COLA funds; (2) adjusting salary or wages of your employees; or (3) adjusting funds within your current budget.

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In addition, you will need to work with your Fiscal Intermediary to ensure that you are tracking your employee(s)' accrual and usage of earned sick leave in accordance with the Sick Leave Law.

This memorandum is for informational purposes only. It is your responsibility to comply with all applicable federal, state, and local laws and regulations.