

Liberal Leave Determinations

Under certain emergency conditions, Maryland State Government may declare liberal leave for its non-emergency essential employees. Such determinations are reported to the media and are posted on the Department of Budget and Management's website, [Weather Related Leave & Closings](#).

The following conditions apply when liberal leave is in effect:

1. Non-emergency essential employees are allowed to be absent for a portion of a workday or the entire workday and are charged paid leave (i.e., annual, compensatory or personal) or leave without pay, as appropriate, for the period of absence. **Employees must notify their supervisors if they intend to take liberal leave.**
2. Non-emergency essential employees who do not report to work under a liberal leave determination will not be penalized for unapproved absence.
3. Non-emergency essential employees arriving late under a liberal leave determination will not be penalized for tardiness, but will be charged paid leave or leave without pay, as appropriate, for the period between the regular starting time and their arrival.
4. If liberal leave is announced during the workday, non-emergency essential employees will be permitted to leave the work site, at their discretion **after apprising their supervisors.** Employees will be charged paid leave or leave without pay, as appropriate, for the period between their departure and the end of their regular workday.

IMPORTANT INFORMATION:

1. **Liberal leave determinations do not apply to emergency essential employees. Emergency essential employees are required to report for work when liberal leave is declared, unless they are specifically excused by their supervisors.**
2. Employees may not use sick leave for a liberal leave absence unless the absence meets the criteria for sick leave in the State Personnel and Pensions Article (i.e., illness or disability of the employee; death, illness or disability of a member of the employee's immediate family; following the birth of the employee's child; when a child is placed with the employee for adoption; or for a medical appointment of the employee or a member of the employee's immediate family).

IMPORTANT INFORMATION:

3. Maryland State Government liberal leave determinations do **not** apply to temporary and contractual employees.

4. Maryland State Government liberal leave determinations do **not** apply to employees of educational institutions under the jurisdiction of the University System of Maryland, Morgan State University, St. Mary's College, Maryland School for the Deaf or Baltimore City Community College.