



Paid Family and Medical Leave

Department of Budget and Management

June 2026

Agenda



- PFML eligibility
- Applying for PFML
- Pay / benefits while on PFML
- Transition to PFML on July 1

PFML provides State employees a generous new leave benefit



Starting July 1, 2026, PFML will generally provide up to **12 weeks** of job-protected paid leave in a 12-month period for current State Executive Branch employees

Eligibility

All current State employees in the Executive Branch (temporary, contractual, and permanent) are eligible for PFML

There are no career limits to the amount of PFML you may take

Immediately Available

You will be eligible to apply starting July 1 – **there is no waiting period**

Leave exhaustion is **not** required

Zero Cost

There is **no cost** to employees — no payroll deduction, "buy-in" or fees charged by the State.

Note that employees do cover costs of preparing an application (e.g. to a doctor for a medical certification)

When can I use PFML?



Care & Bonding for a New Child

- Caring for/bonding with a newborn (1st year)
- Adoption, foster, or kinship placement (1st year)

Medical Leave

- Your own serious health condition
- Condition prevents you from doing your job

Care for Family Member

- Providing care for a family member with a serious health condition

Service Member Care

- Care for a uniformed service member with a service-related serious health condition for whom you are next of kin

Family needs from Deployment of a Service Member

Managing needs arising from a family member's deployment, e.g.:

- Childcare & family support programs
- Counseling (certain circumstances)
- Matters relating to death on active-duty

An employee may use PFML for two separate events around the birth of a child:

Personal Serious Medical Condition

If you are the birthing parent, you may use the PFML program for your own serious health condition, including recovery from birth.

Sick Leave (SPP §9-505)

You are entitled to take 30 days of sick leave immediately following the birth of a child.

Any time taken during the 30 days of sick leave **will** be counted against your available PFML entitlement if you are designated in FMLA status, have available FMLA balances, and are notified of your eligibility.

Care and Bonding

You may use up to an additional 12 weeks of PFML for care and bonding in the first year following the birth of your child.

Parental Leave Replacement

Parental Leave will no longer be available after June 30, 2026 and is being replaced with PFML.

Separate applications are needed if using PFML for your own serious health condition related to birth AND care and bonding. The two PFML leave types may be used in either order as applicable.

Defining “Family Member”



Your Child

Biological, adopted, foster, step, or a child you have legal or physical custody or guardianship of, or a child for whom you stand in loco parentis regardless of the child’s age

Your spouse or domestic partner

Your Parent

Biological, adoptive, foster, or step to you or your spouse, as well as anyone who acted as a parent or stood in loco parentis to you or your spouse during childhood

Your Sibling

Biological, adopted, foster, or step

Grandparent or Grandchild

Biological, adopted, foster, or step

Legal Guardian or Ward

Your legal guardian or the ward of you or your spouse

Defining “Serious Health Condition”



A serious health condition for PFML eligibility is an illness, injury, impairment, or a physical or mental condition that involves:

Inpatient Care

Hospital, hospice, or residential health care facility

Continued Treatment

By a licensed health care provider or under their supervision at home

Extended Care

Conditions continuing over an extended period and requiring intermittent treatment

Applying for PFML

Leave can be continuous or intermittent (min 4 hour increment)



Notice

Foreseeable Events

Submit written notice to your supervisor/HR team at least **30 days** before leave begins.

- **Example:** For surgery on Oct 1st, notice is due by Sept 1st
- Written notice can be your PFML application
- Your agency may deny your request if such notice is not provided

Unforeseeable Events

Provide written notice as soon as **practicable**

Application

Submission Requirements

Application forms are available on [DBM's website](#) or through your agency HR office

- Applications must include all required documentation – incomplete applications will not be processed
- You need to reapply for PFML for every new qualifying event and you must file an updated application within 10 days if your reason for leave, the start date, end date, or duration of leave has changed
- You may apply for up to 12 weeks of leave in a 12 month period (beginning the Sunday before the first day of leave taken). In certain circumstances (around a new child) you may be eligible for an additional 12 weeks
- If you work non-standard hours, you'll receive PFML for the hours you would have worked up to the max hours in your contract / percentage of employment

Timeline

Applications must be submitted no later than **60 days** after the first day of leave

- Good cause exceptions are allowed – e.g. for serious medical incapacity or natural disasters
- You should hear back with a decision within **5 workdays**

Your application must include required documentation to be considered



New Child

Birth:

- Certified birth certificate
- Hospital birth record
- Other medical records indicating date of birth & parental relationship

Adoption & Foster:

- Official adoption docs
- Court orders
- Foster care/placement records
- Other official records that indicate date of placement & guardianship

Serious Health Condition

PFML Medical Certification:

Required for:

- Employee's own serious health condition
- Family member's serious health condition
- Service member's serious health condition

Family Needs from Deployment

Documentation of Active Duty status:

- Your family member's active-duty orders
- Other official military documentation confirming status and the dates of active duty status

Other Requirements

Your agency may request additional documentation as needed. For example, legal and/or official documentation to verify familial or next of kin relationship may be required

Appealing a Decision



Maryland

DBM Reconsideration

If your PFML application is denied, you can request reconsideration of your application by DBM

The required form is on [DBM's website](#) and should be sent to PFML.Appeals@maryland.gov.

The DBM Reconsideration Unit will independently review your case and review any additional documents or supporting materials you include in your request for reconsideration

Timelines:

You have **30 days** after notification of the denial of your original application to apply for reconsideration.

The DBM Reconsideration Unit will provide a decision within **10 business days** of receiving a complete request for reconsideration

Final Appeal

If denied by the DBM Reconsideration Unit, you may file a final appeal with DBM's Chief Human Resources Officer or their designee

The required form is on [DBM's website](#) and should be sent to PFML.Appeals@maryland.gov.

The DBM CHRO's decision on this appeal is the final determination on your PFML application

Timelines:

You must file a complete appeal within **30 days** of the Reconsideration Unit's denial

The DBM CHRO (or designee) will provide a written response within **30 business days** of receiving a complete appeal

Pay / benefits while on PFML



Paychecks

You will continue to be paid at your **regular rate of pay** while on PFML

- That is your normal hourly pay based on your grade & step level – it does not include allowances like overtime, shift differentials, holiday premium pay, etc.

If you're a **contractual or hourly employee**, you'll continue to receive your normal hourly rate. The number of hours paid will reflect the average hours you work per week, up to the max hours in your contract.

Your method of receiving your paycheck remains the same

Holidays

Holidays are counted against your PFML allotment if you are on PFML and would otherwise have been paid for the holiday

Benefits

Your **health benefits** continue while on PFML

You continue to earn all **normal types of leave**

Family Medical Leave Act (FMLA)

Wherever feasible, FMLA and PFML will run concurrently

- If you apply for one but not the other, your leave will be charged against both in many circumstances
- Though infrequent, there may be instances where FMLA and PFML do not overlap and you may take just one or the other

Please contact your agency HR for questions on how this may impact your circumstances

Transitioning to PFML from other leave types



FMLA Transition

Any FMLA used prior to July 1, 2026 will not affect your 12-week PFML entitlement.

If your approved FMLA-designated leave continues past July 1, 2026, you'll be notified to apply for PFML. Even if you don't apply, FMLA used after this date will likely count against your 12-week PFML balance.

Annual, Personal, Comp, or Sick Leave

For leave continuing past June 30, you may apply for PFML for qualifying reasons (not required).

If approved, PFML benefits begin July 1, 2026 or later.

Leave Bank & E-to-E Donations

These programs require full exhaustion of existing leave prior to being available.

If usage continues past June 30, 2026, you will be transitioned to PFML and must exhaust all PFML leave before further donations are approved.

Transition from Legacy Parental Leave



Sick Leave (SPP §9- 505)

Pre-July 1 Usage

If you have used 30 days of sick leave (with or without FMLA) but no legacy parental leave for a birth in the year prior to July 1, 2026, you remain entitled to 12 weeks of PFML for care and bonding within the first year.

Transition Period

Employees using FMLA-designated sick leave for birth of a child that continues after June 30, 2026, will receive a notification to apply for PFML. If you do not apply, FMLA and sick leave used will be applied against to your PFML entitlement.

Parental Leave & PFML

Exhausted Entitlement

Employees are not able to take both legacy parental leave and PFML for care and bonding in the first year. Any legacy parental leave used in the 12 months before July 1, 2026, will count against your PFML entitlement for care and bonding. However, 12 weeks of PFML remains available for your own serious medical condition.

Balance Transfer

If you're on approved Parental Leave that will continue past June 30, you'll be transferred automatically to PFML for the remaining duration of your approved leave on July 1.

PFML on or shortly after July 1



- If you know you will need to take PFML starting on or shortly after July 1, 2026, you should send written notification to your supervisor/HR point of contact as soon as possible (an email with the dates and qualifying reason works)
- Due to an anticipated high volume of applications, processing time may be longer than 5 working days for the first month PFML is available
- Staff should direct their questions to agency HR PFML Points of Contact

- [PFML Website:](#)
 - PFML Application – Instructions and form
 - PFML Reconsideration Request & Appeal Form
 - FAQs