MARYLAND STATE ADDENDUM

This addendum to the MCAD Handbook (the “Maryland Addendum”) applies to all eligible employees working in the state of Maryland. The Maryland Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Maryland Addendum, the terms of the Maryland Addendum shall control. If you have any questions regarding the application of the Maryland Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Sick Leave for Maryland Employees

The Sick Time policy in the Handbook meets or exceeds the requirements of Maryland’s Sick and Safe Leave law, and Maryland employees may utilize sick leave in a manner consistent with state law.

Accommodations for Disabilities Due to Pregnancy or Childbirth

MCAD will not discriminate against an employee because of pregnancy or childbirth and will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, or related conditions to determine a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of MCAD business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed. If an employee requests a reasonable accommodation, the College shall explore with the employee all possible means of providing the reasonable accommodation, including but not limited to:

- changing the employee’s job duties;
- changing the employee’s work hours;
- relocating the employee’s work area;
- providing mechanical or electrical aids;
- transferring the employee to a less strenuous or less hazardous position; or
- providing leave.

The employee may be required to provide certification from the employee's health care provider concerning her need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification shall include:

- the date the accommodation(s) became medically advisable;
- the probable duration of the reasonable accommodation(s);
- an explanatory statement as to the medical advisability of the reasonable accommodation.

MCAD will not deny employment opportunities or take adverse employment action against employees if such decision is based on the College’s need to make a reasonable accommodation, and the College will not retaliate against an employee who requests an accommodation or otherwise exercises her rights under Maryland law.