

**University System of Maryland  
and  
AFSCME, AFL-CIO, Council 3  
Side Letter #1 to the Memorandum of Understanding  
Parental Bereavement Leave**

To avoid confusion as to the applicability of the statutory parental bereavement leave, the USM and the Union hereby agree to the following Side Letter to the Memorandum of Understanding between the parties. This side letter is in no way intended to add to, or subtract from, Md. Code Ann., State Personnel and Pensions Article (SPP), § 9-1109, as amended from time to time. In the event of a conflict between this side letter and applicable law or regulation, the applicable law or regulation controls.

The parties recognize, agree, and understand that employees covered by this MOU may be eligible for parental bereavement leave pursuant to the Md. Code Ann., State Personnel and Pensions Article (SPP), § 9-1109, as amended from time to time. Parental bereavement leave is a standalone type of paid leave provided to eligible employees as follows:

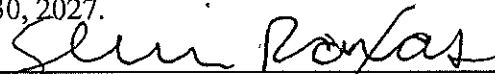
1. An employee may use up to ten (10) days of paid parental bereavement leave within 60 days after the death of the employee's child.
2. An employee may use up to 60 days of paid parental bereavement leave within 60 days after the employee experiences a stillbirth, or after the death of their infant.

"Child" means an adopted, biological, or foster child, a stepchild, or a legal ward, who is at least six (6) months old and under the age of 27 years.

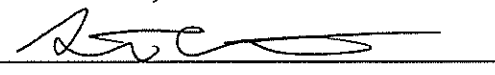
"Infant" means an adopted, biological, or foster child, a stepchild, or a legal ward, who is under the age of six (6) months.

An employee may use parental bereavement leave only after notifying their institution's Human Resources Office, or its designee. An employee should give notice of the employee's intention to use parental bereavement leave as soon as practicable and in accordance with applicable institution guidelines. An employee absent from work will be retroactively provided parental bereavement leave in any instance where they provide notice within four calendar days of the death or stillbirth and in other instances where circumstances justify a longer notice period. An employee entitled to parental bereavement leave shall not be required to use any other type of paid leave available to them before the use of parental bereavement leave.

This side letter is effective as of the date of its execution and shall remain in effect through June 30, 2027.

  
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For the University System of Maryland  
Sherri Roxas, Senior Director of Labor

3/20/25  
Date

  
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For the American Federation of State,  
County, & Municipal Employees, AFL-CIO, Council 3  
Stuart Katzenberg, Director of Collective Bargaining and Growth

3/15/25  
Date