

Maryland Department of Transportation

Employment Information

This benefit information pertains to positions under the Transportation Service Human Resource System, a system independent from other State Agencies.

Health Benefits

Employees are given the opportunity to join a State subsidized health insurance plan. Health benefits include a variety of plans:

- Choice of several major medical plans
- Vision (eye exam, glasses or contacts each year)
- Term Life insurance
- Dental
- Prescription
- Health care and dependent care spending accounts
- Long-term care
- Accidental death and dismemberment plan

Retirement Benefits

Employees participate in a contributory defined benefit pension plan. Employees are also eligible to participate in a [supplemental retirement plan](#): the 457 Deferred Compensation Plan or the 401(k) Savings and Investment Plan.

Leave Benefits

Annual Leave

The amount of annual leave earned depends on the length of the employee's State service. Annual leave is earned in the following increments:

0-5 years = 10 days per year

6-10 years = 15 days per year

11-20 years = 20 days per year

21 or more years = 25 days per year

Employees may carry-over up to 75 days of annual leave from one calendar year to the next.

Personal Leave

Full-time employees are granted seven personal days per year, which may be used for any purpose within the calendar year. Upon hire, new employees receive 1-7 days of personal leave. The amount granted is determined by the employee's date of hire.

Sick Leave

Full-time employees earn 15 days of sick leave per year. There is no limit to the number of sick days an employee may accrue or carry-over into a new calendar year. Accrued sick leave is credited to employees' service time at retirement.

Leave Bank and Leave Donation Program

Allows employees, who are members of the [State Employees' Leave Bank](#), to receive leave for a serious and prolonged medical condition after their leave has been exhausted. There is also a leave donation program in which employees may donate leave to co-workers for certain medical conditions.

Other Types of Leave

Holidays – at least 10 per year

Bereavement

Compensatory

Work Injury

Emergency release

Religious observances

Paid leave is also granted for the following: jury duty; military service or training for up to 15 work days per year; summoned court appearances, if the employee is not a party to the action nor a paid witness; and up to four hours for State Government employment exams or interviews.

Part-Time Employees

All permanent, part-time employees earn salaries that are pro-rated for the number of hours in which they work. These employees also earn pro-rated leave. Employees who are actively employed at least 50% of the workweek are entitled to receive full health insurance benefits, and may participate in special programs offered.

Other Benefits

Direct Deposit

[State Employees' Credit Union](#)

Tuition Reimbursement

Flexible work schedule

Teleworking

[Employee Assistance Program](#)