

## [9-403.

(a) Except as otherwise provided in this section, a suspension for disciplinary purposes:

- (1) shall be served on consecutive days; and
- (2) shall begin within 2 workdays from the close of the employee's next shift after:

- (i) the alleged infraction occurred; or
- (ii) the appointing authority learned of the alleged infraction.

(b) For an employee exempt from the overtime provisions of the Federal Fair Labor Standards Act, a suspension for disciplinary purposes:

- (1) shall begin within 5 workdays from the close of the employee's next shift after:

- (i) the alleged infraction occurred; or
- (ii) the appointing authority learned of the alleged infraction; and

- (2) shall be for one or more of the employee's full workweeks.

(c) Saturdays, Sundays, legal holidays, and employee leave days do not count when calculating the time periods required by subsections (a)(2) and (b)(1) of this section.

(d) If an employee is subject to an Accident Review Board of the Department of Transportation or of the Department of State Police:

- (1) the Board has 20 calendar days to review the alleged infraction; and
- (2) the suspension shall begin within 2 days from the close of the employee's next shift after the Board concludes its review.

(e) The time limits in subsections (a) and (b) of this section do not apply to an employee whose duties include mandatory appearances before a court, regulatory unit, or administrative body, if the limits:

- (1) would conflict with a scheduled appearance of the employee before a court, regulatory unit, or administrative body; and

(2) would thereby hamper the effective administration of the State's business.]

## [9-404.

(a) The head of a principal department or other independent unit may authorize a designee to receive appeals under this section.

(b) A suspended employee or a representative of the employee may submit a written appeal of a disciplinary suspension: