Definition:

Maryland Health and Higher Education Facilities Authority – MHHEFA owns the parking facilities located on the Johns Hopkins East Baltimore Medical Campus. Broadway Services, Inc. operates the facilities under contract with MHHEFA.

The Cancellation and Leave of Absence policy refers to a parking permit holder’s ability to temporarily cancel parking privileges or suspend parking until a return from a leave of absence or an approved rotation.

Purpose:

To document the proper procedure for employees to temporarily cancel parking privileges and fees. Employees on approved leaves of absence (LOA) or rotation may suspend their parking privileges for the duration of a LOA/Rotation without incurring the cost of unused parking. Employees returning from LOA will be assigned to the same parking facility they had prior to taking LOA/Rotation, the exception being permit holders in the Kennedy Krieger Garage or the Fallsway Lot.

Procedure:

Cancellation – Permit holders wishing to temporarily cancel parking privileges must bring the permit to the parking office and fill out a cancellation form. Charges will accrue until this procedure has been followed. Refunds will only be issued for fees collected after the cancellation process had been completed.

Leave of Absence/Rotation - Permit holders on an approved LOA or rotation are responsible for completing a LOA/Rotation form available at the parking office prior to the commencement of a LOA/Rotation. Upon return from a LOA/Rotation, parking privileges and fees will be reinstated upon notification to the ID/Parking office. Permit holders at the Kennedy Krieger Garage or Fallsway lot will be temporarily relocated to a comparable garage/lot if there is no immediate space available in their assigned garage/lot. As soon as there is a vacancy in their assigned garage/lot they will be returned to it. There is a 6-month limitation on all parking LOAs. Notifications must be made in person.

Failure to complete the LOA/Rotation form will result in continued parking fees.

Authorized Individuals:
Johns Hopkins East Baltimore and Bayview Medical Campus Permit Holders

Excluded from the Policy:
Not applicable