



Isiah Leggett
County Executive

Shawn Y. Stokes
Director

MEMORANDUM

February 19, 2016

TO: Executive Branch Department and Office Directors

FROM: Shawn Y. Stokes, Director, Office of Human Resources
Joseph F. Beach, Director, Department of Finance

SUBJECT: Government Operating Status and Timekeeping Guidance for Tuesday, February 9, 2016 (Liberal Leave for Non-Essential Employees)

The purpose of this memorandum is to clarify the status of County Government operations for **Tuesday, February 9, 2016** and to provide guidance to employees when they are completing their timecard. This guidance is being provided to all directors, ASCs or equivalent, and all HR Liaisons. **Please share this information with your employees.**

Beginning Date	Ending Date	Status
Tuesday, February 9, 2016 12:00 a.m.	Tuesday, February 9, 2016 11:59 p.m.	Liberal Leave

LIBERAL LEAVE

Liberal Leave means that non-essential employees may use Annual Leave, Comp Leave Supp, Comp Leave, Paid-Time-Off (PTO), or Leave-Without-Pay (LWOP) without prior supervisory approval for the time period of Liberal Leave listed above. Employees who worked receive regular pay for hours worked in accordance with Montgomery County Personnel Regulations, Section 10-15, Compensation of employees during a declared liberal leave period or local emergency, unless the terms of their respective Collective Bargaining Agreement dictate otherwise. There is no Liberal Leave for essential County employees. If you do not know whether you have been designated as essential or non-essential, please check with your supervisor or HR Liaison.

There are specific timekeeping requirements for all employees during a declared

period of Liberal Leave. Link to Liberal Leave Guidance:

http://www.montgomerycountymd.gov/mctime/Resources/Files/Data/Events/Liberal_Leave_Guidance_01262011.pdf

PROJECT CODE

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes specifically for the delayed opening and liberal leave on **Tuesday, February 9, 2016**.

QUESTIONS

- **OHR Compensation:**
 - [Mohamed Salem](mailto:Mohamed.Salem@montgomerycountymd.gov) at Mohamed.Salem@montgomerycountymd.gov
- **Mctime:**
 - Mctime@montgomerycountymd.gov

cc: Administrative Services Managers and Functional
Equivalents HR Department Liaisons
Finance, Payroll and Mctime