



Isiah Leggett  
*County Executive*

Shawn Y. Stokes  
*Director*

MEMORANDUM

March 16, 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 **Wednesday, March 16, 2016** (Liberal Leave for Non-Essential Employees)

The purpose of this memorandum is to clarify the status of County Government operations for Wednesday, March 16, 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
Wednesday, March 16, 2016 12:00 a.m.	Wednesday, March 16, 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](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 liberal leave on **Wednesday, March 16, 2016.**

## QUESTIONS

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

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