



OFFICE OF HUMAN RESOURCES

Isiah Leggett  
County Executive

Shawn Y. Stokes  
Director

MEMORANDUM

May 27, 2015

**TO:** Department and Office Directors

**FROM:** Shawn Stokes, Director  
Office of Human Resources 

**SUBJECT:** Timecard Reporting as a Result of Rockville Core Power Outage on May 18, and May 19, 2015

The purpose of this memorandum is to clarify the status of County Government operations during the power outage that occurred in Rockville Core on Monday, May 18, 2015, and Tuesday, May 19, 2015, and to provide guidance to employees when they are completing their timecard.

If employees were unable to work and were sent home during their shift or reported but were prevented from working due to the power outage, they are eligible to record administrative leave at their regular rate of pay for the portion of their shift during which they were unable to work. Employees should use the pay code "Admin Leave-Other" and use the reason code "POWEROUT" as per the table below:

Time Period: Current Pay Period 5/17/2015 - 5/30/2015

Timecard successfully saved on: 5/27/2015 10:04AM

Buttons: Save, Comments, Primary Account, Totals Summary, Refresh, Select an Action

Add Row	Pay Code	Transfer	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Sat 5/23	Total
	Hours Worked			6.0	6.0					12.0
	Hours Worked					8.0	8.0	8.0		24.0
	Admin Leave - Other	///POWEROUT//		2.0	2.0					4.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

Employees who worked during the power outage on Monday, May 18, or Tuesday, May 19, 2015, should record their time as "Hours Worked."

Questions concerning this memo may be directed to the Office of Human Resources Classification and Compensation Team, Mohamed Salem at 240-777-5198 or Lori O'Brien at 240-777-5032. You may also contact the Mctime Team via email at [mctime@montgomerycountymd.gov](mailto:mctime@montgomerycountymd.gov).