



OFFICE OF HUMAN RESOURCES

Isiah Leggett  
County Executive

Joseph Adler  
Director

MEMORANDUM

March 18, 2014

**TO:** Executive Branch Department and Office Directors

**FROM:** Joseph Adler, Director, Office of Human Resources 

**SUBJECT:** **Time Reporting for Snow Storm on March 17, 2014, Due to Delayed Opening and Liberal Leave**

The purpose of this memorandum is to clarify the status of County Government operations 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 ensure that you share this information with your employees.** County Executive Isiah Leggett declared the following status of County Government operations for the time periods below:

Beginning Date	Ending Date	Status
Monday, March 17, 2014 - 10:00 a.m.	Monday, March 17, 2014 - 5:00 p.m.	Liberal Leave

The County Government opened for business at 10:00 a.m. on March 17, 2014. Normal County business hours are from 8:00 a.m. to 5:00 p.m. Timekeeping guidance is provided below for:

- Liberal Leave
- Delayed Opening/Facility Closure

**TIMEKEEPING GUIDANCE**

**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 the 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:** [Liberal Leave Guidance](#)

(<http://www.montgomerycountymd.gov/mctime/Resources/Files/data/liberalleaveguidance01262011.pdf>)

See below for timekeeping guidance for the portion of the scheduled work day affected by the delayed opening/facility closures.

### **Delayed Opening/Facility Closures**

On March 17, 2014, there may have been closures at various County Government locations.

- Employees who were scheduled to work and did not report to work due to facility closures, including the delayed opening, are eligible for Administrative Leave. Employees should use the pay code Admin Leave - Cnty Facility Clsd to record the number of scheduled hours that were not worked, due to the closure of the facility. For example, if an employee's regular work schedule is as listed below, then Admin Leave - Cnty Facility Clsd should be recorded as follows:

<b>Scheduled Start Time</b>	<b>Time Affected by Delayed Opening</b>	<b>Hours to Record as Admin Leave - Cnty Facility Clsd</b>
7:00 a.m.	7:00 a.m. – 10:00 a.m.	3 hours
8:00 a.m.	8:00 a.m. – 10:00 a.m.	2 hours
9:00 a.m.	9:00 a.m. – 10:00 a.m.	1 hour

- Please note, however, that if the employee already scheduled leave for March 17, 2014, they must take that pre-scheduled leave and not administrative leave.
- Employees who were sent home during their shift or reported but were prevented from working due to the closure of the facilities should also use the pay code Admin Leave - Cnty Facility Clsd to record the number of scheduled hours that were not worked.
- Employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code Hours Worked.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.

### **Project Codes**

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes, since the EOC was neither partially nor fully activated.

Questions regarding timekeeping may be directed to OHR Compensation, Lisa Craft-Woodard at 240-777-5075 or via email at [lisa.craft-woodard@montgomerycountymd.gov](mailto:lisa.craft-woodard@montgomerycountymd.gov) or Lori O'Brien at 240-777-5032 or via email at [lori.obrien@montgomerycountymd.gov](mailto:lori.obrien@montgomerycountymd.gov). You may also contact the Mctime office via email at [mctime@montgomerycountymd.gov](mailto:mctime@montgomerycountymd.gov) or at 240-777-8840.

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and Functional Equivalents  
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