



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

January 22, 2014

TO: Executive Branch Department and Office Directors

FROM: Joseph Adler, Director, Office of Human Resources 

SUBJECT: Timecard Reporting as a Result of Declaration of Liberal Leave January 21-22, 2014

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 share this information with your employees.

Liberal Leave

County Executive Isaiiah Leggett declared Liberal Leave for January 21 and January 22, 2014. 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 January 21 and January 22, 2014. 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.

Facility Closures

On January 21 and January 22, 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 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. Please note, however, that if the employee already scheduled leave for January 21 and/or January 22, 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. Please note, however, that if the employee already scheduled leave for January 21 and/or January 22, 2014, they must take that pre-scheduled leave and not administrative leave.

- 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.

No special project codes have been established for use on timecards for cost accumulation and Federal reimbursement purposes, due to the nature of the snow storm and since the EOC was in an active monitor mode only.

If you have any scenarios not fully addressed above, or if you have any questions relating to compensation, please contact Lisa Craft-Woodard by email at lisa.craft-woodard@montgomerycountymd.gov or on extension 7-5075, or Lori O'Brien by email at lori.obrien@montgomerycountymd.gov or on extension 7-5032.

cc: Chris Voss, OEMHS
Director Department ASCs
Payroll
Mctime