

2018 Annual Leave & Compensatory Time Carryover



Office of *Human Resources*

Excess Annual Leave for 2018

- If an employee has accumulated annual leave in excess of the authorized maximum at the end of the 2018 leave year, the excess hours will automatically be transferred to the employee's sick leave balance.
- The employee may elect to carryover their 2018 excess annual leave to the 2019 leave year if the employee was not able to use the annual leave in 2018 because of special circumstances, workload demands, or if a supervisor denied the employee's request to use excess leave.

There will be no cash payout for employees with excess annual leave for the year.

- To carry over excess annual leave, employees must submit a request via SharePoint to their Department /Office Director for approval **by February 8, 2019.**



Annual Leave Carryover Maximums

The maximum amount of **annual leave** that may be carried over to the 2019 leave year:

Position Type	Initial Employment Date	Annual Leave Carryover Maximum
Full or part-time position	Hired on or after Jan. 1, 1957 – June 30, 1972	320
Full or part-time position	Hired after June 30, 1972	240
		288 for 2,496 hr/year (IAFF)
		252 for 2,184 hr/yr (IAFF)
MLS & participant of the Employees' Retirement System (ERS)	Prior to Oct. 1, 1994	320
MLS & participant of the Retirement Savings Plan (RSP) —Earns PTO	Hired on or after October 1, 1994	Not applicable
Full or part-time position occupied by former State/County employee	Any	400
Full or part-time position	Hired on or after Jan. 1, 1957 – June 30, 1972	320



Annual Leave Rollover Example

Example	Carryover limit: 240	Carryover limit: 320
Annual Leave		
Balance Annual Leave as reflected on the 1/4/19 payslip (pay period 12/09/18 – 12/22/18)	420.20	450.00
Less Annual Leave used during the pay period of 12/23/18 to 1/5/19 (payslip 1/18/19)	(16.00)	(16.00)
Plus Annual Leave accrual for the pay period of 12/23/18 to 1/5/19 (payslip 1/18/19)	4.61	8.00
Annual Leave balance on the 1/19/18 payslip	408.81	442.00
Less Annual Leave maximum carryover limit	(240.00)	(320.00)
# of 2018 excess Annual Leave hours that will roll to employee's Sick Leave balance	168.81	122.00
Annual Leave balance after the excess is rolled	240.00	320.00
Plus Annual Leave accrual for the pay period of 1/6/19 – 1/19/19 (payslip 2/1/19)	4.61	8.00
Annual Leave Balance on 2/1/19 payslip (after excess rollover completed); visible in MCtime 1/28/2019	244.61	328.00
Sick Leave		
Sick Leave balance as reflected on the 1/18/19 payslip (pay period 12/23/18 to 1/5/19)	75.00	86.00
Plus excess Annual Leave hours rolled to Sick Leave balance	168.81	122.00
Plus Sick Leave accrual for the pay period of 1/6/19 – 1/19/19 (payslip 2/1/19)	4.61	4.61
Sick Leave balance on the 2/1/19 payslip (pay period 1/6/19 – 1/19/19); visible in MCtime 1/28/2019	248.42	212.61



Excess Compensatory Time

- Excess compensatory time is defined as compensatory time hours earned by an employee that exceed 80 hours at the end of the leave year.
- Full- and part-time employees are subject to the same 80-hour threshold for excess compensatory time.
- Employees who carried over excess compensatory time from the previous leave year (January 8, 2017 through January 6, 2018) must use this excess compensatory time by the end of the 2018 leave year: January 5, 2019.
- This excludes Compensatory Leave Supplemental (Comp Leave Supp) hours which are considered separate from regular earned compensatory time.



Compensatory Leave Time Carryover

FLSA Non-Exempt Unrepresented and MCGEO Local 1994 Employees

Non-exempt employees with compensatory time balances in excess of 80 hours at the end of the leave year will be paid for excess compensatory hours over 80, unless the non-exempt employee submits a request to carryover their excess compensatory time via SharePoint by February 15, 2019. The Fair Labor Standards Act (FLSA) does not permit the transfer of excess compensatory time to sick leave for non-exempt employees.

FLSA Exempt Unrepresented and MCGEO Local 1994 Employees

Employees designated as exempt under FLSA and have compensatory time balances in excess of 80 hours at the end of the leave year, will have the excess compensatory time hours transferred to sick leave at the end of the leave year. The transfer will appear on the payslip of February 1, 2019. Exempt employees who wish to carryover excess compensatory time from the 2018 leave year to the 2019 leave year should submit a request via SharePoint to their Department/Office Director for approval by February 8, 2019.



Compensatory Leave Time Carryover

Fraternal Order of Police, Montgomery County Lodge, 35, Inc. (FOP) Employees

A FOP bargaining unit employee who has a compensatory time balance in excess of 80 hours at the end of the leave year (January 5, 2019) may elect to receive payment for excess compensatory time to be paid on the pay date of March 15, 2019 or to carry them over for one year. Employees who elect to carryover their compensatory time balance should submit their leave carryover request electronically via SharePoint by February 15, 2019.

International Association of Firefighters, Local 1664 (IAFF) Employees

IAFF bargaining unit employees with compensatory time balances in excess of 80 hours at the end of the leave year (96 hours for an employee assigned to a 2,496-hour work year and 84 hours for an employee assigned to a 2,184-hour work year) may elect to receive payment for excess compensatory time to be paid on the pay date of March 15, 2019 or carry the excess compensatory time over for one year. Employees who elect to carryover their compensatory time balance should submit their leave carryover request electronically via SharePoint by February 15, 2019.



Excess Compensatory Time Carryover Deadlines

Position Type	Distribution Type Eligibility	Amount	Deadline to Submit to Carryover
Non-Exempt FOP	Cash out	Any hours in excess of 80	Non-Exempt employees who wish to carryover their excess compensatory time must submit a request via SharePoint to: https://www.montgomerycountymd.gov/mcgl/LeaveCarryOver by February 15, 2019
Exempt	T transferred to Sick Leave	Any hours in excess of 80	Exempt employees who wish to carryover excess compensatory time should submit a request to their Department/Office Director for approval by February 8, 2019 Documentation of the Director's approval of the request must be received via SharePoint to: https://www.montgomerycountymd.gov/mcgl/LeaveCarryOver by February 15, 2019
IAFF	Cash out	Any hours in excess of 80: <ul style="list-style-type: none"> • 96 hours for IAFF employees assigned to a 2,496 hour work year; or • 84 hours for IAFF employees assigned to a 2,184 hour work year. 	IAFF employees who wish to carryover excess compensatory time should submit a request to the MCFRS Division of Administrative Services. Documentation of the Director's approval of the request must be received via SharePoint to: https://www.montgomerycountymd.gov/mcgl/LeaveCarryOver by February 15, 2019



Annual Leave and Compensatory Time Carryover Requests

Finance has launched an electronic process for County employees to submit their annual leave and compensatory time carryover requests. The new process leverages existing County technology to make the process more efficient, accountable, and transparent. Employees will receive directions to complete a user-friendly online form that is transmitted via workflow to their Department approver.

Benefits of the new Process:

- Enables employees to manage and track their leave carryover requests.
- Employees receive an email confirmation when their request is submitted and an email notification when their requests are approved or denied.
- Department approvers may submit a request on behalf of employees who have no or limited access to a computer.
- **Employees should submit their request electronically by February 8, 2019 by going to:**
<https://www.montgomerycountymd.gov/mcg/LeaveCarryOver>

Employees' leave request must be approved by Department approvers by **February 15, 2019**.



Leave Carryover Request Process

Accessing the System

Employees should submit their request electronically by February 8, 2019 by going to:

<https://www.montgomerycountymd.gov/mcg/LeaveCarryOver>

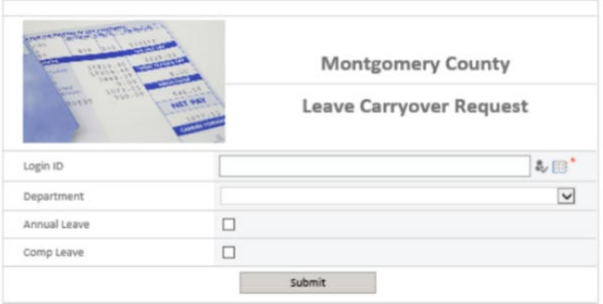
Step 1: Click the image on the homepage

Home

Leave Carryover

County employees can submit their leave carryover request electronically through this application and can manage and track leave carryover requests. Employees will receive email confirmation when their request is submitted as well as email notification of approval or denial of their leave request. If you would like more information concerning the carryover of excess compensatory time and annual leave, please refer to the OHR memorandum.

Click the image below to enter your leave carryover information



Montgomery County
Leave Carryover Request

Login ID	<input type="text"/>	<input type="button" value="Go"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>
Annual Leave	<input type="checkbox"/>	
Comp Leave	<input type="checkbox"/>	
<input type="button" value="Submit"/>		



Leave Carryover Request Process

Submitting the Request


Requests can be entered by the employee or the Department Approver.

Step 2:

Employees: If you are entering a request for yourself, enter your single sign-on login.

Department Approvers: Enter the log-in ID or name of the employee you are entering.

Step 3: Choose your Department.



Montgomery County	
Leave Carryover Request	
Login ID	<input type="text" value="0365Webinar1"/>
Department	<input type="text"/>
Annual Leave	<input type="checkbox"/>
Comp Leave	<input type="checkbox"/>
<input type="button" value="Submit"/>	




Leave Carryover Request Process

Submitting the Request

Step 4: Select the leave carryover choice for the request. You may choose to select both based on the request for carryover.

Step 5: Click Submit.

Once the form is submitted, you will receive a confirmation email.



Montgomery County	
Leave Carryover Request	
Login ID	O365Webinar1
Department	
Annual Leave	<input type="checkbox"/>
Comp Leave	<input type="checkbox"/>
<input type="button" value="Submit"/>	

