



ROCKVILLE, MARYLAND

MEMORANDUM

June 3, 2014

TO: Nancy Navarro, Chair  
Government Operations and Fiscal Policy Committee  
County Council

FROM: Joseph F. Beach, Director, Department of Finance  
Joseph Adler, Director, Office of Human Resources

SUBJECT: OIG Report Number 14-004, Employee Leave Balances

This memo is a response to your request, dated March 21, 2014, to be advised when actions planned to address the recommendation in the OIG Number 14-004, Employee Leave Balances were complete, and to be informed of any reaction received from County bargaining units to the problem and the remedy prescribed.

The County actions implemented have been consistent with the plan communicated in response to the report, and all actions have been completed.

Effective with the pay period ended April 5, 2014 (pay date April 18), the County adjusted the annual and sick leave accrual rates for the rounding issues noted in the report. The one time credit of sick and annual leave, to correct for the cumulative undercredited amount resulting from the rounding issue, was processed for the May 17, 2014 pay period, and was included in leave balances reflected in employee payslips for the pay date of May 30. Employees were notified of the credit by a communication from the Office of Human Resources effective May 28.

The County bargaining units were notified of the County's planned actions, by copy of the original County response to the report on March 11, and by verbal and advance copy of the communication to employees by May 26. No significant issues were raised by bargaining units in response to these communications. The Fraternal Order of Police (FOP) did cite a required technical correction to the underlying authority in the May communication, and the file copy of the communication was amended.

cc: Ed Blansitt, Inspector General