



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

May 28, 2014

TO: All Employees Subject to Sick and Annual Leave Accruals

FROM: Joseph Adler, Director, Office of Human Resources

SUBJECT: One-time Credit to Sick and Annual Leave Accruals

This memo serves as notice that for the paycheck date of May 30, 2014, the County will be making a one-time credit (addition) to both sick and annual leave balances. These credits will be given to all active employees currently accruing sick and annual leave. The adjustment will address rounding differences between accrual rates required by the Montgomery County Personnel Regulations (MCPR)¹ and the collective bargaining agreements² and accrual rates used in Oracle.

The one-time adjustment to annual and sick leave will be: .676 hours for employees who work 2,080 hours a year or less; .7098 hours for employees on a 2,184 hour work year; and .8112 hours for employees on a 2,496 hour work year. While the magnitude of these rounding differences is very small, Oracle biweekly accrual rates have also already been adjusted so that the proper amounts will calculate going forward. The one-time adjustment to annual and sick leave will be visible on your May 30, 2014, pay slip. The adjustment will be reflected as part of your annual and sick leave balances. The adjustment amount will not be listed separately. The balance will also be reflected in Mctime as of May 26, 2014. If you do not currently receive annual and sick leave, you will not receive the credit.

Please refer to the Inspector General's website for a more detailed report on this issue, "Final Advisory Memorandum: Employee Leave Balances, OIG Report Number 14-004, March 13, 2014." For questions, please contact Lori O'Brien at 240.777.5032, or lori.obrien@montgomerycountymd.gov.

JA:lo

¹ MCPR, 2001, Section 16-3, *Accrual Rates for Annual Leave and Section 17-3, Sick Leave Accrual Rates*.

² Fraternal Order of Police, Montgomery County Lodge 35, Inc., Articles 18 and 19; Montgomery County Career Firefighters, Local 1664, AFL-CIO, Articles 6 and 7; and Municipal and County Government Employees Organization, United Food and Commercial Workers, Local 1994, Articles 14 and 15.