

## Liberal Leave Guidance for Mctime

Below is a chart to assist you in recording your time when Liberal Leave is authorized:

### For Non-Essential Employees:

<b>My Schedule What Happened</b>	<b>Liberal Leave authorized on a regular scheduled workday</b>	<b>Liberal Leave authorized on my scheduled day off</b>
<b>I did not work on the day and elected to use “Liberal Leave”</b>	Add a row to timecard. Record regularly scheduled hours using one of the following <b>UNSCHEDULED</b> Pay Codes: <ul style="list-style-type: none"><li>• Comp Lv Supp Used-Unscheduled</li><li>• Comp Leave Used - Unscheduled</li><li>• Annual Leave - Unscheduled</li><li>• Personal Day - Unscheduled (for a full day only)</li><li>• Paid Time Off (PTO) - if applicable</li><li>• Leave Without Pay (LWOP)- if no other leave balance is available</li></ul>	Do nothing
<b>I worked on the day</b>	Record the hours worked using the Pay Code: Hours Worked	Record the hours worked using the Pay Code: Hours Worked

Employee should account for the full scheduled day using UNSCHEDULED Leave or LWOP.

Managers must follow Guidance for;

[Editing Overtime for an Unscheduled Absence](#) or

[Editing Holiday Premium Pay for an Unscheduled Absence](#), as applicable.

For assistance on adding rows or entering pay codes, please refer to the [Employee Tasks Job Aid](#).

### For Telework Employees:

From Montgomery County [Telework Policy](#) (11/10/2025):

During a liberal leave period, a non-essential employee scheduled to telework is expected to work remotely during that period. If a teleworker is not scheduled to telework during a liberal leave period, they are encouraged to telework with the approval of their supervisor. If the teleworker chooses not to work remotely on a scheduled telework day during a liberal leave period, the teleworker must notify their manager of the teleworker's unscheduled leave status and use leave in accordance with the liberal leave policy to cover hours not worked.

### For Essential Employees:

There is no Liberal Leave for Essential Employees.