

MCTime Timekeeping Guidance for Delayed Opening/Early Closure

Note: This guidance does not apply to periods covered by a General Emergency or Liberal Leave.

Delayed Opening/Early Closure or County Facility Closed

Compensation guidelines during periods of inclement weather follow collective bargaining agreements (CBAs) and County policies. The following summary provides a high-level overview and reflects general practice. For detailed explanation and guidelines, please review the applicable CBA or Personnel Regulation.

In the event of County Government facility closures due to inclement weather, employees who were scheduled to work and did not report to work due to delayed opening or early closure under the designation of Local Emergency, are eligible for Administrative Leave for the hours designated in the closure. 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.

Example – Delayed Opening

Delayed Opening (facility closure): County facilities open late due to inclement weather

- Employees use the pay code *Admin Leave - Cnty Facility Clsd* to be paid from the time their shift was scheduled to begin until the time County facilities opened.

For example, during a Delayed Opening, if the County opens at 10 a.m., the time between the employee’s scheduled start time and the time the County opened at 10 a.m. should be charged to *Admin Leave - Cnty Facility Clsd* by the employee when completing his/her timecard. For example:

| Employee’s Normal Scheduled Start Time: | Time Affected by Delayed Opening: | Amount of <i>Admin Leave - Cnty Facility Clsd</i> for Delayed Opening |
|---|-----------------------------------|---|
| 7:00 a.m. | 7:00 a.m. – 10:00 a.m. | 3 hours |
| 8:00 a.m. | 8:00 a.m. – 10:00 a.m. | 2 hours |
| 9:00 a.m. | 9:00 a.m. – 10:00 a.m. | 1 hour |

Example – Early Closure

Early Closure (facility closure): County facilities close early due to inclement weather

- Employees who are at work at the time the County closes facilities receive Administrative Leave from the time of closure until the end of their scheduled shift. Use of accrued leave is not required.
- Employees who are scheduled to work a shift during the facility closure receive Administrative Leave for their scheduled shift. Use of accrued leave is not required.

During an Early Closure, if the County closes early at 3 p.m., the time between the employee’s scheduled end time and the time the County closed at 3 p.m. should be charged to *Admin Leave - Cnty Facility Clsd* by the employee when completing his/her timecard. For example:

| Employee’s Normal Scheduled End Time: | Time Affected by Early Closure: | Amount of <i>Admin Leave - Cnty Facility Clsd</i> for Early Closure |
|---------------------------------------|---------------------------------|---|
| 3:30 p.m. | 3:00 p.m. – 3:30 p.m. | 0.5 hours |
| 4:30 p.m. | 3:00 p.m. – 4:30 p.m. | 1.5 hours |
| 5:30 p.m. | 3:00 p.m. – 5:30 p.m. | 2.5 hour |

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Additional Guidance:

- Employees already on pre-scheduled leave the day of the facility closure are to use their accrued leave as originally planned for that day.
- If an employee does not have enough leave accruals to cover the closure or delayed opening, departments are required to consult with HR prior to treating the absence as leave without pay.
- 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.

Questions

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