



OFFICE OF HUMAN RESOURCES

Marc Elrich
County Executive

Berke Attila
Director, OHR

MEMORANDUM
Thursday, June 17, 2021

TO: Executive Branch Department and Office Directors

FROM: Berke Attila, Director, Office of Human Resources *Berke Attila*
Michael Coveyou, Director, Department of Finance *Michael J. Coveyou*

SUBJECT: Timekeeping Guidance:
COVID-19 Event June 6 – June 19, 2021 – Juneteenth Addendum

The County Executive has designated Friday, June 18, 2021, to celebrate Juneteenth, and Montgomery County Government offices will close for the day. Some employees may be required to work on Friday. For timekeeping purposes, holiday guidance will apply to Friday, June 18, 2021. County offices and facilities will resume normal operating schedules for Saturday, June 19, 2021.

For eligible MCGEO and Unrepresented employees, See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#). Note: This information does not apply to employees covered by the IAFF or FOP contract language. All eligible employees will be paid according to their collective bargaining contract or the Personnel Regulations.

The Mctime application was configured to display Juneteenth for Friday, June 18, 2021. However, as these changes have been made within the current pay period, it is imperative that both employee and manager carefully review each timecard to ensure that eligible employees are compensated accurately.

Review All Timecards Carefully before Manager Approval

In some cases where the timecard was edited or a reason code was applied, Mctime configuration changes may display both ‘Hours Worked’ and hours for **Juneteenth** on Friday, June 18, 2021.

Week starting: Sun 6/13		Pay Code	Transfer	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hours Worked	////TELECOVD//		5.0	9.0	9.5	8.0	8.0		39.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Juneteenth							8.0		8.0
					5.0	9.0	9.5	8.0	16.0		47.5

In this case, if the employee did not work on Friday, the hours worked must be removed. The Mctime edit did not replace the hours because of edits by the employee, so they must be adjusted manually. If other edits are needed, please email Mctime.

Week starting: Sun 6/13											
	Pay Code	Transfer	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	
X	Hours Worked	///TELECOVD//		5.5	9.0	9.5	8.0			32.0	
X	Juneteenth							8.0		8.0	
				5.5	9.0	9.5	8.0	8.0		40.0	

Similarly, if the employee already pre-populated a personal leave type, it may be necessary to remove the leave type.

Before:

Week starting: Sun 6/13											
	Pay Code	Transfer	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	
X	Hours Worked	///TELECOVD//			10.0	10.0	10.0			30.0	
X	Annual Leave							10.0		10.0	
X	Juneteenth							10.0		10.0	
					10.0	10.0	10.0	20.0		50.0	

After:

Week starting: Sun 6/13											
	Pay Code	Transfer	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	
X	Hours Worked	///TELECOVD//			10.0	10.0	10.0			30.0	
X	Juneteenth							10.0		10.0	
					10.0	10.0	10.0	10.0		40.0	

Administrative Leave

Employees who are on Administrative Leave should follow: [Holidays Paid as Administrative Leave](#) guidance.

Holiday on an Unscheduled Day/Regularly Scheduled Day Off (RSDO)

For eligible MCGEO and GSS employees not normally scheduled to work, the manager may compensate the employee in one of three following ways:

- **CLH – Compensatory Leave Holiday**, this is the most likely option, as there is only one other day (Saturday) remaining day in the pay period. See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#) Scenario 3b. In keeping with MCGEO 20.3(d)(2) employees, “must be scheduled to use the compensatory leave as soon as possible.” For an unscheduled day, **CLH – Compensatory Leave Holiday** may be added by the manager or employee.
- **HOL – Holiday Leave** on an alternate day in the pay period instead of applying a personal leave type. If the employee was already approved for a day off using Paid Time Off (PTO), annual leave or compensatory leave, consider changing the employee’s

personal leave type to **HOL – Holiday Leave**. See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#) Scenario 3a. **HOL – Holiday Leave** may be added to any scheduled day off by the manager or employee.

- **HDP - Holiday Pay** Instead of an alternate day off or compensatory leave, a department head may subject to budget limitations, offer the employee pay at the employee's regular rate of pay. See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#) Scenario 3c. **HDP - Holiday Pay** must be added by the manager.

Part-Time Employees

Eligible part-time employees will receive a pro-rated share of the hours the employee is scheduled to work in the pay period. Due to the mid pay period configuration, the normal part-time holiday interfaces will be applied on Thursday, June 17, 2021, and Monday, June 20, 2021. Managers should review holiday credits to ensure that part-time employees receive the appropriate pro-rated holiday and may be required to edit the amount.

Overnight Shifts

In accordance with normal timekeeping processes, all shift hours are recorded on the date in which the majority of shift's hours occur. Employees working overnight shifts should record time as they normally would.

Employees not Eligible for Holiday Credit

Note: When an employee is in a LWOP or AWOL status or using any Unscheduled Leave Type on, before, or after the holiday, it may impact the employees eligibility for a Holiday Credit or Holiday Premium Pay. Please review the MCGEO contract and refer to Job Aid: [Editing Holiday Premium Pay for an Unscheduled Absence](#).

Questions?

- **OHR Compensation:** OHR.Compensation2@montgomerycountymd.gov
- **Finance, MCtime:** MCtime@montgomerycountymd.gov

cc: Administrative Services Managers and functional equivalents
Finance, Payroll
Finance, MCtime
Dept HR Liaisons
MLS Managers
Managers, Public Safety
MCtime POC's