

Liberal Leave Guidance for MTime

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

For Non-Essential Employees:

My Schedule What Happened	Liberal Leave authorized on a regular scheduled workday	Liberal Leave authorized on my scheduled day off
I did not work on the day and elected to use “Liberal Leave”	Add a row to timecard. Record regularly scheduled hours using one of the following UNSCHEDULED Pay Codes: <ul style="list-style-type: none"> • Comp Lv Supp Used-Unscheduled • Comp Leave Used - Unscheduled • Annual Leave - Unscheduled • Personal Day - Unscheduled (for a full day only) • Paid Time Off (PTO) - if applicable • Leave Without Pay (LWOP)- if no other leave balance is available 	Do nothing
I worked on the day	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 and Procedures](#) (10/21/19):

“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 leave status and use **[unscheduled]** leave in accordance with the liberal leave policy to cover hours not worked.”

For Essential Employees:

There is no Liberal Leave for Essential Employees.