Liberal Leave Guidance for MCtime

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

**For Non-Essential Employees:**

<table>
<thead>
<tr>
<th>My Schedule What Happened</th>
<th>Liberal Leave authorized on a regular scheduled workday</th>
<th>Liberal Leave authorized on my scheduled day off</th>
</tr>
</thead>
<tbody>
<tr>
<td>I did not work on the day and elected to use “Liberal Leave”</td>
<td>Add a row to timecard. Record regularly scheduled hours using one of the following UNSCHEDULED Pay Codes: • 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</td>
<td>Do nothing</td>
</tr>
<tr>
<td>I worked on the day</td>
<td>Record the hours worked using the Pay Code: Hours Worked</td>
<td>Record the hours worked using the Pay Code: Hours Worked</td>
</tr>
</tbody>
</table>

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.