



OFFICE OF HUMAN RESOURCES



Marc Elrich
County Executive

Traci L. Anderson
Director

MEMORANDUM

February 21, 2025

TO: Departments and Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources 
Michael Coveyou, Director, Department of Finance 

SUBJECT: Timekeeping Guidance: Pay Period February 9 – 22, 2025

This memorandum clarifies the status of County Government operations for Wednesday, February 12, 2025, and provides guidance to employees when completing their timecards. This guidance is being provided to all departments to address timekeeping for the pay period referenced below. Departmental MCTime SMEs should assist employees in applying timekeeping guidance by highlighting information that is most relevant to the department and providing the first level of troubleshooting for any questions.

Please share this information with your employees.

Status	Beginning	Ending
Liberal Leave	Wednesday, February 12, 2025 at 5:00 a.m.	Wednesday, February 12, 2025 at 11:59 p.m.
Facility Closure (HHS-School Health)	Wednesday, February 12, 2025 12:00 a.m.	Wednesday, February 12, 2025 11:59 p.m.

Timekeeping Guidance for February 12, 2025

Liberal Leave

- **Essential employees** are required to work in periods of Liberal Leave.
- During periods of Liberal Leave, **non-essential employees** may use unscheduled leave, including Annual Leave, Comp Leave Supp, Comp Leave, Paid Time Off (PTO), or Leave Without Pay (LWOP) without prior supervisory approval. See [Liberal Leave Guidance](#).

Facility Closure

Please use the following guidance for employees scheduled to work at County facilities that were closed due to weather.

- Essential or non-essential employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code: **Hours Worked**.
- Employees already on pre-scheduled leave on the day of the facility closure should use their own accrued personal leave type as originally planned for that day.
- Employees on a Regular Scheduled Day Off (RSDO) who did not work are not impacted by a facility closure.
- Employees who were directed to work additional hours at their supervisors' request will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.
- Non-essential employees who were scheduled to report to a physical work location or telework and did not report due to facility closures, are eligible for Administrative Leave. Non-essential 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 facility closure.

General Timekeeping Guidance

Employees must record time accurately. Employees are strongly encouraged to record hours worked into the MTime application **daily** and approve their timecards on the employee's last scheduled day of the pay period. Employees can work a combination of onsite and remote work on any given day. Time should be recorded based on the hours actually worked at each location.

Managers are required to review and apply this guidance to ensure the accuracy of timecard entries for proper financial controls. Managers are expected to review, edit as necessary, and approve employee timecards prior to noon on Tuesday, following the last day of the pay period (or other departmental established deadlines). Additionally, Departmental MTime SMEs should review timecards for employee and manager approvals and review the Pay Period Close checklist for compliance and accuracy.

This document and other timekeeping resources are available on the [MTime Informational Website](#) under the Resources Tab, [Events Section](#).

Questions

Questions can be directed to the Office of Human Resources at OHR@montgomerycountymd.gov or to the Department of Finance MTime team at MTime@montgomerycountymd.gov.

cc: Administrative Services Managers and functional equivalents
Finance, Payroll
Finance, MTime
HR Liaisons
MLS Managers & Non-MLS Supervisors
Managers, Public Safety
MTime SMEs & POCs
SEAA's