

2026 Leave Year

The 2026 leave year begins on Sunday, January 11, 2026, with a pay date of Friday, February 6, 2026. New leave year changes to leave types will be visible in the Mctime application by Monday, January 19, 2026.

Refer to the 2026 Payday/Holiday Calendar for specific date information.

Leave Rollover Processing

Excess annual leave and compensatory time are evaluated at the end of the leave year in accordance with applicable collective bargaining agreements and Montgomery County Personnel Regulations.

If an employee has accumulated annual leave in excess of the authorized maximum at the end of the leave year, the employee may request to carry over excess annual leave only if the leave could not be used due to special circumstances, workload demands, or denied leave request.

Employees who carried over excess annual leave from a prior leave year must use that leave by the end of the current leave year or it will be automatically converted to sick leave. Employees must submit excess annual leave carryover requests through the Leave Carryover Application at

www.montgomerycountymd.gov/leavecarryover by the published deadline.

Employees will receive an email confirmation when the request is submitted and an email notification when the request is approved or denied. Department approvers may submit requests on behalf of employees with limited or no computer access. All requests must be approved by department approvers by the published approval deadline.

Any approved annual leave carryover amount will first be transferred to the employee's sick leave balance and will be visible on the Friday, February 6, 2026 pay slip. The approved amount will later be added back to the employee's annual leave balance, visible in Mctime on Monday, April 13, 2026, and reflected on the subsequent pay slip on Friday, April 17, 2026.

Compensatory Time Leave Carryover

Excess compensatory time is defined as compensatory time hours in excess of 80 hours at the end of the leave year. Full-time and part-time employees are subject to the same 80-hour threshold unless otherwise specified by a collective bargaining agreement.

Employees who carried over excess compensatory time from a prior leave year must use that excess time by the end of the current leave year or it will be processed in accordance with employee classification and bargaining unit rules.

Compensatory time earned during the final pay period of the leave year will be reflected on the Friday, February 6, 2026, pay slip, once processed.

Compensatory Leave Supplemental (Comp Leave Supp)

Comp Leave Supp hours are separate from regular compensatory time. These hours may be carried over each year and are not included in the year-end compensatory time process.

Employees do not receive payment for Comp Leave Supp hours at the end of the leave year or upon separation from County employment.

Related Links

- [Leave Carryover Application](#)
- [MCG Leave Carryover Application Job Aid](#)
- [Annual Leave Carryover and Compensatory Time Process](#)
- [2025 Compensatory Time and Annual Leave Carryover Memo](#)

Personal Day Granting

Personal Day balances will be visible in the MCtime application on Monday, January 19, 2026, and reflected on the Friday, February 6, 2026, pay slip. Eligible employees may use Personal Days beginning with the first applicable pay period of the 2026 leave year.

Employees who work schedules other than 8-hour days and all part-time employees should review the Personal Day Usage resource to understand how balances display in MCtime and how to properly prorate usage.

New employees and employees who changed leave plans in the prior leave year will see their updated leave plan balances in MCtime on Monday, January 19, 2026, and reflected on the Friday, February 6, 2026, pay slip.

Initial PTO Granting

Paid Time Off (PTO), within the MCtime application, will be visible on Monday, January 19, 2026, and reflected on the Friday, February 6, 2026, pay slip. Eligible MLS managers and directors may begin using PTO for the first applicable pay period of the 2026 leave year.

The second allocation of PTO will be reflected on the applicable Friday, August 7 pay slip.

MCGEO SLB Decrement

MCGEO employees participating in the MCGEO Sick Leave Bank (SLB) will see the annual sick leave decrement reflected on the Friday, February 6, 2026, pay slip.

Family Sick Leave Tracking on Pay Slip

Family Sick Leave is limited to the amount of Sick Leave accrued during the leave year for full-time and part-time employees. It is a leave sub-category that decrements an employee's accrued Sick Leave balance. Family Sick Leave tracking resets at the start of the 2026 Leave Year on Sunday, January 11, 2026.

Union Leave Decrements

Negotiated union leave decrements for employees in bargaining units will be applied during the first pay period of the fiscal year and reflected on the Friday, February 6, 2026 pay slip, where applicable.