



## Annual Leave Carryover and Compensatory Time Process

Each year, the Annual Leave Carryover and Compensatory Time Process is executed in accordance with the Montgomery County Personnel Regulations and the MCGEO, FOP, and IAFF Collective Bargaining Agreements relating to the accrual and carryover of excess compensatory time and annual leave.

### Annual Leave Carryover Maximums

If an employee has accumulated annual leave over the authorized maximum at the end of the leave year, the excess hours will automatically be transferred to the employee's sick leave balance. The employee may request to carryover their excess annual leave to the next leave year if the employee was not able to use the annual leave in the current leave year because of special circumstances, workload demands, or if a supervisor denied the employee's request to use excess leave.

Position Type	Initial Employment Date	Annual Leave Carryover Hours
Full or Part-time	Hired Jan. 1, 1957 – June 30, 1972	320 hours
Full or Part-time	Hired after June 30, 1972	240 hours
		288 for 2,496 hours/year (IAFF)
		252 for 2,184 hours/year (IAFF)
MLS and Participant of the Employee Retirement System (ERS)	Prior to October 1, 1994	320 hours
MLS	Hired on or after October 1, 1994	Not applicable
Full or Part-time position occupied by former State/County employee	Any	400 hours

### Excess Compensatory Time Carryover

Position Type	Distribution Eligibility	Maximum Hours
Non-Exempt Non-Represented Employees and MCGEO	Cash-out unless employee requests to carryover	Hours in excess of 80
Exempt Non-Represented Employees and MCGEO	Transfer to Sick Leave unless employee requests to carryover	Hours in excess of 80
FOP	Cash-out unless employee requests to carryover	Hours in excess of 80
IAFF	Cash-out unless employee requests to carryover	<ul style="list-style-type: none"><li>96 hours assigned 2,496 hour work year</li><li>84 hours assigned 2,184 hour work year</li></ul>