

It is the Holiday Season ... and we wanted to remind managers to pay special attention to timecards, in pay periods that contain one (...or more!) holidays.

- 🔗 Please inform employees, if your unit is operating on a Holiday.
- 🔗 Discuss if employees are expected to report to work or be on *HOL - Holiday Leave* for County Holidays.
- 🔗 Schedules are extremely important in pay periods that contain a Holiday. Managers should review the accuracy of schedules, before and after the pay period. If the schedule has changed submit a schedule change form to MCtime or if it is a one-time change, Managers may follow the [Managing Schedules](#) Job Aid.
- 🔗 If the Holiday falls on a full-time employee's unscheduled day, Managers should discuss with employees in advance of the pay period, if the employee may be entitled to either an alternate day off using *HOL – Holiday Leave (1.0)* within the pay period **or** if an alternate day off is not possible, *CLH – Comp Leave Earned for the Holiday (1.0)*.
- 🔗 Managers should review *LWOP, AWOL* and *Unscheduled Leave* types which can impact holiday benefits.



Refer to the documents below for Holiday timekeeping guidance and Frequently Asked Questions:

- 🔗 See: [2019 Payday - Holiday Calendar](#)
- 🔗 See: [Holiday Guidance for Regular, Full-time and Part-time Employees](#)  
**Note** – For part-time employees, if the schedule is accurate, the MCtime application will pre-populate the pro-rated holiday benefit, according to schedule on the first Monday of the pay period. If the employee works, if *Hours Worked* are entered on the holiday, the appropriate pro-rated premium pay will be calculated on the first Monday following the pay period. In summary, if the part time employee schedule is accurate, and if applicable *Hours Worked* are entered, the MCtime application will calculate the proper holiday credit on the employee timecard the morning of the first Monday, following the pay period.
- 🔗 See: [Editing Holiday Premium Pay for an Unscheduled Absence](#)
  - Use MCtime Tools – Holiday Credits Genie
    - In Show Field use HyperFind: `_Unschd Lv with Hol Prem Pay`

This message is not intended to address Holiday Credits for IAFF FRS employees or FOP Police employees, see appropriate Collectively Bargained Agreements.

- 🔗 For DOT Transit Employees See: [Holiday Guidance for Transit Managers](#)

**Timekeeping Questions? Contact: MCtime – [MCtime@montgomerycountymd.gov](mailto:MCtime@montgomerycountymd.gov)**

***Happy Holidays to all!***

***A big thank you to our MCtime Points of Contact (POC) and Subject Matter Experts (SME). We appreciate all your assistance in 2018, and we look forward to working with you in 2019!***