

## New Leave Year Begins!

The first pay period (1/6/2019 - 1/19/2019) of the 2019 Leave Year (LY) has the pay date of Friday, February 1, 2019.

With the new leave year employees will see changes to certain leave accrual types – though not displayed until the Friday, February 1, 2019 pay slip.



Be aware of significant processes associated with a new leave year:

### 📍 Leave Rollover Processing

Excess Leave (Annual or Compensatory Leave) has been rolled over to Sick Leave. Eligible employees who wish to keep leave in excess of the limits may now electronically request Rollover exceptions before February 8, 2019 by going to: <https://www.montgomerycountymd.gov/mcg/LeaveCarryOver>. Employees' leave request must be approved by Department approvers by February 15, 2019, and the employee will receive e-mail confirmations. *If eligible for a Leave Payout, that step in the leave rollover processing does not occur until Friday, March 15, 2019.*

- See: [Annual and Compensatory Leave Carryover Memo - 2018](#)
- See: [Annual and Compensatory Carryover Guide](#)

### 📍 Personal Day Granting

Personal Day balances are visible within the MTime application on January 14, 2019, and eligible employees may use them in their timecards as of January 6, 2019. Employees who work schedules other than 8 hour days and all part-time employees, should review the [Personal Day Usage](#) resource document to understand the accrual displays in MTime.

### 📍 Initial PTO Granting

Paid Time Off (PTO), within the MTime application, is currently visible and eligible. MLS managers and directors may use the PTO in their timecards. The second allocation of PTO will occur on the pay slip of Friday, August 2, 2019.

### 📍 MCGEO SLB Decrement

MCGEO employees participating in the MCGEO Sick Leave Bank (SLB) will see an 8 hour leave decrement from their sick leave accruals balance.

Refer to the documents below for additional information:

- See: [2019 Payday - Holiday Calendar](#)

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