New Leave Year Begins!

The first pay period (1/2/2022 -1/15/2022) of the 2022 Leave Year (LY) has the pay date of Friday, January 28, 2022. New leave year changes to leave types are now visible in the MCtime application – though may not be displayed until the Friday, January 28, 2022, pay slips.

See: 2022 Payday/Holiday Calendar

Leave Rollover Processing
Excess Leave (Annual or Compensatory Leave) has been rolled over to Sick Leave. The annual leave and compensatory time carryover electronic request process opens January 17, 2022. Eligible employees who wish to keep leave more than the limits may electronically request Rollover exceptions before February 11, 2022, by going to: https://www.montgomerycountymd.gov/LeaveCarryOver. Employees’ leave request must be approved by Department approvers by February 23, 2022, 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 25, 2022.

- See: Annual and Compensatory Leave Carryover Memo – December 29, 2021
- 2021 – Annual and Compensatory Leave Carryover Notice

SPECIAL CARRYOVER PROCESSING NOTE: Any compensatory time earned in the last full pay period of the leave year (December 19, 2021, through January 1, 2022) will be reflected in the total compensatory time earned on the January 28, 2022, pay slip. This is one pay period later than normal processing. However, compensatory leave earned including any CLH - Compensatory Leave Earned for the Holidays, in the final pay period of the leave year, is visible in the MCtime application on January 10, 2022 and available for use.

Personal Day Granting
Personal Day balances are visible within the MCtime application on January 10, 2022, and eligible employees may use them in their timecards as of January 2, 2022. 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 MCtime and how to pro-rate the usage. New employees and employees who changed leave plans in the previous year will see their new leave plan displayed within the MCtime application on January 24, 2022, and reflected on the January 28, 2022, pay slip.

Initial PTO Granting
Paid Time Off (PTO), within the MCtime application, is currently visible and eligible MLS managers and directors may use the PTO in their timecards. The second allocation of PTO will be reflected on the Friday, July 29, 2022, pay slip.

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 on the January 28, 2022, pay slip.

Family Sick Leave Tracking on Pay Slip
Family Sick Leave is limited to the amount of Sick Leave accrued in a LY for full-time employees or part-time employees. Family Sick Leave is a leave sub-category that decrements employee’s accrued Sick Leave balance. The leave year resets tracking of the Family Sick Leave maximum, which is tracked on the pay slip as a negative amount.

Union Leave Decrements
Negotiated union leave decrements required for employees participating in the unions will decrement prescribed amount for the first pay period of the fiscal year, reflected on the July 29, 2022, pay slip.

Timekeeping Questions? Contact: MCtime – MCtime@montgomerycountymd.gov #

Updated 1/19/2022