

# Montgomery County Fire and Rescue Service FIRE CHIEF'S GENERAL ORDER

FCGO: 17-08

August 16, 2017

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TO: All MCFRS Uniformed Personnel

FROM: Fire Chief Scott E. Goldstein 

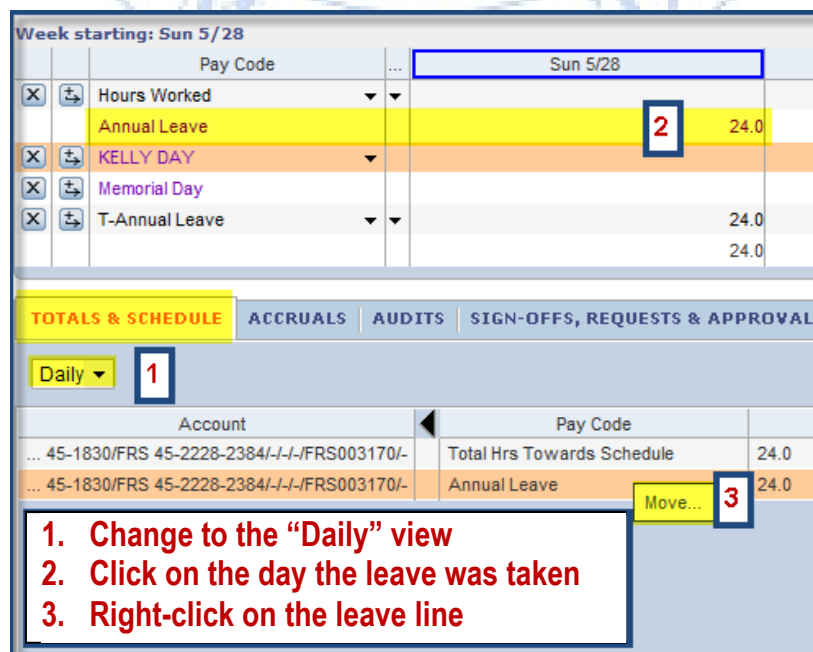
SUBJECT: Management of Personal Days

## Personnel Who Compete for Leave Slots:

Effective August 20, 2017, Personal Days for all personnel who compete for leave will no longer be recorded in TeleStaff. Instead, Personal Days will be handled in Mctime after the leave imports data from TeleStaff. Supervisors will properly record Personal Days on timecards by performing a pay code move from the imported Annual or Compensatory (Comp) leave.

Only leave taken in whole-shift increments may be moved to a Personal Day: 24 hours for shift work employees, 10 hours for day work employees, or 12 hours for the Fire and Explosives Investigations Unit (FEI). These moves are handled in the same manner as moving Holiday Pay (HDP) to Comp Leave Holiday (CLH). When multiple leave dates are to be moved within the same pay period, each Personal Day must be handled separately.

For example, if an employee requests that imported Annual leave be converted to a Personal Day, the supervisor will right-click on the leave under the TOTALS & SCHEDULE tab / Daily View and click 'Move' as shown in the steps listed below:



Week starting: Sun 5/28

Pay Code	...	Sun 5/28
Hours Worked		
Annual Leave		24.0
KELLY DAY		
Memorial Day		
T-Annual Leave		24.0
		24.0

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS

Daily 1

Account	Pay Code	
... 45-1830/FRS 45-2228-2384/-/-/FRS003170/-	Total Hrs Towards Schedule	24.0
... 45-1830/FRS 45-2228-2384/-/-/FRS003170/-	Annual Leave	24.0

Move... 3

1. Change to the "Daily" view
2. Click on the day the leave was taken
3. Right-click on the leave line

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In the pop-up window, the supervisor will select the 'Personal Day' pay code for the appropriate number of hours (24 hours for shift work employees, 10 hours for day work employees, or 12 hours for FEI). Supervisors must ensure that the correct effective date is recorded for each pay code move. No transfer code should be entered.

The screenshot shows a 'Move Amount' window with the following fields and callouts:

- From:**
  - Pay Code: Annual Leave
  - Amount (HH.hh): 24.0
  - Transfer: ;FRS 45-1830/FRS 45-2228-2384/-/-/FRS003170/-
- To:**
  - Pay Code \*: 1. Personal Day (highlighted in yellow)
  - Amount (HH.hh) \*: 24 (highlighted in yellow, with callout 2)
  - Effective Date \*: 5/28/2017
  - Transfer: (empty dropdown)
- Buttons:** Comments →, 3. OK (highlighted in yellow), Cancel, Help

A red text box in the top right corner contains the following instructions:

1. Change the pay code to Personal Day
2. Enter the # of hours
3. Click OK & Save

**Personnel Who Do Not Compete for Leave Slots:**

Personnel who do not compete for leave may select "Personal Day Other" in the TeleStaff drop-down list. This leave will import appropriately into Mctime and will require no adjustment.

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Personnel using PRL and FMLA must follow FCGO 17-03, and imported Annual or Comp leave can be moved to a Personal Day by following the procedures listed above.

Employees shall no longer contact the Scheduling office to request Personal Days.

As a reminder:

- Personal Days expire at the end of each calendar year
- Personal Days must be taken in whole-shift increments

Questions can be directed to [Fire.MCFRS-Mctime@montgomerycountymd.gov](mailto:Fire.MCFRS-Mctime@montgomerycountymd.gov)