



MCTime Accrual Rates for GSS Employees

This job aid provides direction on how you can calculate your future accrual balances.

Since Oracle serves as the system of record for accruals, MCTime cannot project or calculate future accrual balances. We recommend that employees consult the Personnel Regulations for detailed information regarding accrual rates, specifically [MCPR 2001 Section 16 Annual Leave \(amended 7/17/2018\)](#) and [MCPR 2001 Section 17, Sick Leave \(amended 03/15/2022\)](#).

However, employees can estimate their maximum anticipated hours using the charts below. To do so, multiply the annual leave accrual rate by the number of upcoming pay periods for a projected accrual balance. Please note that the maximum accrual is based on an employee in full-time or 80-hour pay status.

Annual Leave Accrual Rates

Employees accrue annual leave based on their years of service and hours worked per pay period. The following table outlines the accrual rates:

Part-time employees or employees who work less than 80 hours in a pay period will accrue leave on a prorated basis according to their actual hours worked.

Annual Leave			
Max Accrual Per Pay Period (80 Hours)	Years of Service	Hours Worked Rate	Max Accrual per Year
4.62	0-3	0.0577	120
6.15	3-15	0.0769	160
8	16+	0.1000	208

Sick Leave Accrual Rates

Sick leave is accrued uniformly for all employees, regardless of their years of service, as follows:

Sick Leave			
Max Accrual Per Pay Period (80 Hours)	Years of Service	Hours Worked Rate	Max Accrual per Year
4.62	NA	0.0577	120

As with annual leave, part-time employees or employees working fewer than 80 hours in a pay period will accrue sick leave on a prorated basis according to their actual hours worked.



If you have questions regarding accruals, your expected accrual balances, or future state balances of accruals, please contact the Finance Payroll team at Payroll.Finance@montgomerycountymd.gov