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.
- Discuss if employees are authorized to work on 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 <u>or</u> 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: 2021 Payday/Holiday Calendar and 2022 Payday/Holiday Calendar
- Holidays Paid as Administrative Leave
- MCtime Point of Contact List (including Holiday Coordinators) Updated September, 2021
- 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

Holiday Questions? Contact Departmental Holiday Coordinator
Timekeeping Questions? Contact: MCtime — MCtime@montgomerycountymd.gov