



OFFICE OF HUMAN RESOURCES


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County Executive

Traci L. Anderson
Director

MEMORANDUM

December 27, 2024

TO: Department & Office Directors

FROM: Traci L. Anderson, Director, Office of Human Resources 

SUBJECT: 2024 Compensatory Time and Annual Leave Carryover

This memorandum outlines the various rules and limitations, in accordance with the MCGEO, FOP, and IAFF Collective Bargaining Agreements and the Montgomery County Personnel Regulations, relating to the accrual and carryover of excess compensatory time and annual leave. **Please ensure that all employees are aware of this information.** This leave year SharePoint site, www.montgomerycountymd.gov/leavecarryover, will open for employees to submit their requests on **January 29, 2025**.

Excess Annual Leave for 2024

Per Section 16-8(d) of the Personnel Regulations the CAO must determine annually, based on the budget and the availability of funds in each operating department, whether to allow eligible employees in all departments to cash out any excess annual leave. Section 14.9 of the MCGEO Agreement, Section 18J of the FOP Agreement, and Section 6.8 of the IAFF Agreement all contain similar provisions.

After careful consideration of the County's fiscal situation, the Chief Administrative Officer has not approved a cash payout for employees with excess annual leave at the end of 2024.

Annual Leave Carryover Guidance

If an employee has accumulated annual leave in excess of the authorized maximum at the end of the 2024 leave year, the employee may request to carry over their 2024 excess annual leave to the 2025 leave year if the employee was not able to use the annual leave in 2024 because of special circumstances, workload demands, or if a supervisor denied the employee's request to use excess leave. Employees who carried over excess annual leave from the previous leave year

(January 1, 2023, through January 13, 2024) must use it by January 11, 2025, or the leave will be automatically converted to sick leave.

To carry over excess annual leave, employees must submit a request by going to www.montgomerycountymd.gov/leavecarryover by **February 19, 2025**, for consideration by their department director/designee. Employees will receive an email confirmation when the request is submitted and an email notification when the request is approved or denied. Department approvers may submit a request on behalf of employees who have limited or no access to a computer. Employees' leave requests must be approved by Department approvers by **March 5, 2025**.

Any approved carryover amount will first be transferred to the employee's sick leave balance which will be visible on the pay slip for **February 7, 2025**, but later added back to their annual leave balance on the pay slip dated **April 18, 2025**, which will be visible in MCtime on **April 14, 2025**.

Compensatory Time Leave Carryover Guidance

The 2024 leave year concludes with the biweekly payroll reporting period that ends on January 11, 2025. Excess compensatory time is defined as compensatory time hours earned by an employee that exceeds 80 hours at the end of the leave year. Full-time and part-time employees are subject to the same 80-hour threshold for excess compensatory time. Employees who carried over excess compensatory time from the previous leave year (January 1, 2023, through January 13, 2024) must use this excess compensatory time by the end of the 2024 leave year, January 11, 2025.

Please note that any compensatory time earned in the last full pay period of the leave year (December 29, 2024, through January 11, 2025) will be reflected in the total compensatory time earned on the February 7, 2025 pay slip or visible in MCtime on February 3, 2025.

Compensatory Leave Supplemental hours (Comp Leave Supp) are considered separate from regular earned compensatory time. Since Comp Leave Supp hours may be carried over each year, they are not included in the end-of-leave-year process for compensatory time. Employees are not entitled to any pay for Comp Leave Supp hours at either the end of the leave year or at separation from County employment.

Non-Exempt Unrepresented and MCGEO Employees

Under the Fair Labor Standards Act (FLSA), non-exempt employees with compensatory time balances in excess of 80 hours at the end of the leave year will be paid for their excess compensatory hours, unless the non-exempt employee submits written notice to the Office of Human Resources (OHR) to carry over their excess compensatory time from the 2024 leave year to the 2025 leave year. The notice must be submitted electronically at www.montgomerycountymd.gov/leavecarryover by **February 19, 2025**. The FLSA does not permit the transfer of excess compensatory time to sick leave for non-exempt employees.

FLSA Exempt Unrepresented and MCGEO Employees

Employees designated as exempt under FLSA who have compensatory time balances in excess of 80 hours at the end of the leave year will have their excess compensatory time hours transferred to sick leave at the end of the leave year. The transfer will appear on the pay slip dated **February 7, 2025**.

Exempt employees who wish to carry over excess compensatory time from the 2024 leave year to the 2025 leave year should submit a request to their department director/designee for approval by **February 19, 2025**. Employees should submit their request to www.montgomerycountymd.gov/leavecarryover.

Employees will receive an email confirmation when the request is submitted and an email notification when the request is approved or denied. Department approvers may submit a request on behalf of employees who have limited or no access to a computer. Employees' leave carryover requests must be approved by Department approvers by **March 5, 2025**. Department directors/designees should only approve carryover of excess compensatory time if it was demonstrated that the employee was unable to reduce such time to 80 hours due to emergency or special workload considerations.

The approved carryover amount will first be transferred to the employee's sick leave balance which will be visible on the pay slip for **February 7, 2025**, but later added back to their compensatory leave balance on the pay slip dated **April 18, 2025**, which will be visible in MCtime on **April 14, 2025**.

Fraternal Order of Police, Montgomery County Lodge, 35, Inc. (FOP)

An FOP bargaining unit employee who has a compensatory time balance in excess of 80 hours at the end of the leave year (**January 11, 2025**) may elect to be paid for their excess hours by the first pay period following **April 05, 2025**, or to carry over the balance for one year. Employees who elect to carry over their compensatory time balance should submit their leave carryover request by **February 19, 2025**, to www.montgomerycountymd.gov/leavecarryover.

Employees will receive an email confirmation when the request is submitted and an email notification when the request is approved or denied. If a leave carryover request is not submitted, employees with a leave balance in excess of 80 hours will be paid for the excess hours on **April 18, 2025**.

International Association of Firefighters, Local 1664 (IAFF) Employees

An IAFF bargaining unit employee who has a compensatory time balance in excess of 80 hours at the end of the leave year (96 hours for an employee assigned to a 2,496-hour work year and 84 hours for an employee assigned to a 2,184-hour work year) may elect to be paid for the excess compensatory time. Employees may elect to carry over excess compensatory time from the 2024 leave year to the 2025 leave year by submitting their leave carryover request electronically at www.montgomerycountymd.gov/leavecarryover by **February 19, 2025**.

Employees will receive an email confirmation when the request is submitted and an email notification when the request is approved or denied. If a leave carryover request is not submitted,

employees with a leave balance in excess of 80 hours will be paid for the excess hours on **April 18, 2025**.

Excess Carryover Electronic Submission

The instructional guide for requesting excess annual leave and compensatory time carryover is available at <https://www.montgomerycountymd.gov/mcg/resourceguide>. Employees must submit their excess annual leave and compensatory time request electronically by **February 19, 2025** via www.montgomerycountymd.gov/leavecarryover.

Please note that requests for compensatory time and annual leave carryover submitted after the deadline will not be approved. The leave year SharePoint site will open for employees to submit their requests on **January 29, 2025**. If you have any questions regarding this information, please contact leaveyear@montgomerycountymd.gov.

cc: HR Liaisons
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SEAAAs