

PERSONAL DAY USAGE IN MCTIME

GENERAL

Personal Day leave balances are displayed in Mctime as whole days; however, when a day is used it is recorded in the timecard in hours. All leave balances (including Personal Days) are calculated and maintained in Oracle HCM. Each pay period, the actual leave balances calculated in Oracle are transferred and displayed in Mctime as of the beginning of the current pay period. This update takes place on the Monday morning prior to pay day Friday.

Personal Days are generally credited (received) in mid-January each year. The number of days received is based upon the applicable collective bargaining unit agreement or Personnel Regulations.

Full time employees should always use a Personal Day as an entire day off and should not use the leave as a partial day off. Each occurrence of a Personal Day entered on the timecard will be counted as one complete day used. In other words, if an employee works four (4) hours and uses a half day of leave, they will be charged for one whole Personal Day even though they only recorded 4 hours of Personal Day use. In this situation, an employee should use Annual Leave, Comp Leave Used or PTO, if available, to record the leave usage for a partial day.

Part time employees should refer to the section at the bottom of this document specific to [Part Time employees](#).

Employees assigned to a compressed schedule should record 9 hours used for each day unless they take the Personal Day on their 8 hour day; in which case, they'd record 8 hours used.

Each Personal Day used must be charged to one account code (i.e. cost center – fund or project - task codes). If hours for one Personal Day are distributed between multiple account codes, each account code used will be counted as one Personal Day used. **Note:** If a 50% Part-time employee requests to use two pro-rated Personal Days in a single day, this is explained in the section specific to [Part Time employees](#).

PERSONAL DAY BALANCES FOR EMPLOYEES ASSIGNED TO ALTERNATE WORK SCHEDULES

An alternate work schedule is any schedule other than a 5 day, 8 hour shift schedule.

When an employee on an alternative work schedule uses a Personal Day and records the day as 9,10,12 or 24 hours used, the Personal Day balance displayed in Mctime after the use of the day is updated incorrectly. The incorrect balance will continue to display in Mctime until the leave balances are updated in Oracle HCM and transferred back to Mctime. Employees assigned to an alternate work schedule, may use the tables displayed on the following pages to convert the days displayed in Mctime to the actual number of Personal Days remaining.

Click on the links below to jump to the desired schedule type:

[4/10 schedules \(10 hour shifts\)](#)

[Compressed Schedules \(9 hour shifts\)](#)

[12 hour shifts](#)

[24 hour shifts](#)

[Part Time Employees](#)

PERSONAL DAY USAGE IN MCTIME

EMPLOYEES ASSIGNED TO 4/10 SCHEDULES

- If an employee on a 4/10 schedule has **4 Personal Days** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	2.75	3
2 days (20 hours)	1.5	2
3 days (30 hours)	.25	1
4 days (40 hours)	(1.0)	0

- If an employee on a 4/10 schedule has **3 Personal Days** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	1.75	2
2 days (20 hours)	.5	1
3 days (30 hours)	(.75)	0

- If an employee on a 4/10 schedule has **2 Personal Days** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	.75	1
2 days (20 hours)	(.5)	0

- If an employee on a 4/10 schedule has **1 Personal Day** displayed at the **beginning** of the pay period, the Personal Day balance in Mctime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in Mctime after usage:	ACTUAL Personal Day balance after usage is:
1 days (10 hours)	(.25)	0

PERSONAL DAY USAGE IN MCTIME

EMPLOYEES ASSIGNED TO COMPRESSED SCHEDULES

- If an employee on a compressed schedule has **4 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	2.875	3
2 days (18 hours)	1.75	2
3 days (27 hours)	.625	1
4 days (36 hours)	(.5)	0

- If an employee on a compressed schedule has **3 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	1.875	2
2 days (18 hours)	.75	1
3 days (27 hours)	(.375)	0

- If an employee on a compressed schedule has **2 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	.875	1
2 days (18 hours)	(.25)	0

- If an employee on a compressed schedule has **1 Personal Day** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (9 hours)	(.125)	0

PERSONAL DAY USAGE IN MCTIME

EMPLOYEES ASSIGNED TO A 12 HOUR SHIFT SCHEDULE (i.e. Police ECC, Correctional Nurses, FRS)

- If an employee that works 12 hours shifts has **4 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (12 hours)	2.5	3
2 days (24 hours)	1.0	2
3 days (36 hours)	(.5)	1
4 days (48 hours)	(2.0)	0

- If an employee that works 12 hours shifts has **3 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (12 hours)	1.5	2
2 days (24 hours)	.00	1
3 days (36 hours)	(1.5)	0

- If an employee that works 12 hours shifts has **2 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (12 hours)	.5	1
2 days (24 hours)	(1.0)	0

- If an employee that works 12 hours shifts has **1 Personal Day** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (12 hours)	(.5)	0

PERSONAL DAY USAGE IN MCTIME

EMPLOYEES ASSIGNED TO A 24 HOUR SHIFT SCHEDULE (i.e. FRS Firefighters)

- If an employee that works 24 hours shifts has **4 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (24 hours)	1.0	3
2 days (48 hours)	(2.0)	2
3 days (72 hours)	(5.0)	1
4 days (96 hours)	(8.0)	0

- If an employee that works 24 hours shifts has **3 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (24 hours)	0.0	2
2 days (48 hours)	(3.0)	1
3 days (72 hours)	(6.0)	0

- If an employee that works 24 hours shifts has **2 Personal Days** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (24 hours)	(1.0)	1
2 days (48 hours)	(4.0)	0

- If an employee that works 24 hours shifts has **1 Personal Day** displayed at the **beginning** of the pay period, their Personal Leave balance in MCTime will be updated as follows based upon the number of days used:

Number of Days (Hours) Used in Pay Period	Personal Day balance displayed in MCTime after usage:	ACTUAL Personal Day balance after usage is:
1 day (24 hours)	(2.0)	0

Note: If a 50% Part-time employee requests to use two pro-rated Personal Days in a single day, this is explained in the section specific to [Part Time employees](#).

PERSONAL DAY USAGE IN MCTIME

PERSONAL DAYS FOR PART TIME EMPLOYEES

The number of hours that may be taken by a part time employee as a Personal Day is determined by the number of hours that the employee is scheduled to work in a pay period divided by 10. For example, a Personal Day would be equivalent to 4 hours for an employee that is scheduled to work 20 hours each week (40 hours per pay period / 10). See Section 25-2(e) of the Montgomery County Personnel Regulations or the MCGEO Agreement Article 20-11 and 20-12 for more information of the Personal Day calculation for part time employees.

When a part time employee uses a Personal Day and records the day for less than 8 hours, the Personal Day balance displayed in Mctime after the use of the day is updated incorrectly. The incorrect balance will continue to display in Mctime until the leave balances are correctly updated in Oracle HCM. For example, if an employee has 3 Personal Days remaining at the beginning of the pay period and uses one day that is recorded as 4 hours of leave, the updated Personal Day leave balance in Mctime will display as 2.5 days remaining when actually the employee has 2 days remaining.

When a part time employee is scheduled to work more hours in a day than their pro-rated Personal Day, the employee may need to add additional leave hours or alter their schedule on another day. For example, if an employee has a pro-rated 5 hour Personal Day and is normally scheduled to work 8 hours, the employee may use annual or compensatory leave for the remaining 3 hours in that day. Another option would be for the employee to adjust their schedule with supervisory approval to work an additional 3 hours within the week.

If a 50% Part-time employee requests to use two pro-rated Personal Days in a single day, can be achieved by applying the Reason Code: PTPERDAY to only one of the two Personal Days used. The example below is for a 50% PT IAFF member who earns two, pro-rated, 12-hour personal days and works a 24 hour shift.

Save | **Actions** ▾ | **Punch** ▾ | **Amount** ▾ | **Accruals** ▾ | **Comment** ▾ | **Reports** ▾

Week starting: Sun 9/15

Pay Code	Transfer	Sun 9/15	Mon 9/16	Tue 9/17	Wed 9/18
Personal Day					12.0
Personal Day	////PTPERDAY//				12.0
					24.0

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

Daily ▾

Account	Pay Code	Amount
(x)FRS 45-1830/FRS 45-2227-I-I-I-/PTPERDAY/FRS003170/-	Personal Day	12.0
(x)FRS 45-1830/FRS 45-2227-I-I-I-/PTPERDAY/FRS003170/-	Total Hrs Towards Schedule	12.0
FRS 45-1830/FRS 45-2227-I-I-I-/FRS003170/-	Personal Day	12.0
FRS 45-1830/FRS 45-2227-I-I-I-/FRS003170/-	Total Hrs Towards Schedule	12.0

The number of Personal Day occurrences that a part time employee may use each pay period is limited to the number of days that display in the Personal Day accrual balance as of the beginning of the current pay period as updated on the Monday morning of pay week.