Distributed to MCtime SME Distribution List on Wednesday, November 10, 2021 Timekeeping Toolkit Tips – Personal Days

Please remind employees to use Personal Days before the end of the leave year!

Time is Running out to use any remaining Personal Days before the end of the Leave Year – LY21 ends on Saturday, 1/1/2022 (or Thursday, 12/30/2021 for employees with Friday Compressed Schedules).

Please remind employees to request the use of Personal Days before the end of the leave year, so that management may ensure sufficient coverage to maintain business operations.

The best practice for employees, is to apply Personal Days as early as possible in the Leave Year, to an eligible full day off work. Personal Days have no "cash value" to either employees or their beneficiaries, and any unused Personal Days just expire at the end of the leave year.

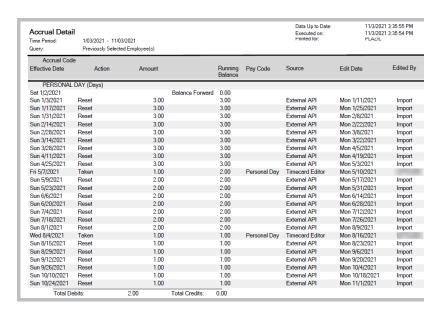


## **Employee Resources:**

- 2021 Payday/Holiday Calendar
- Personal Day Usage Additional information and explanation of Personal Day pro-ration for part-time employee and MCtime's leave total displays for employees working schedule patterns with 9, 10, 12 or 24 -hour days.

## MCtime SME & POCs Resources:

- Use the MCtime Genie Leave Balances to determine employees with remaining Personal Days
- Use the Accrual Detail Report to identify when Personal Days were used in LY 21 (1/3/2021-1/1/2022)



Questions about Personal Days – <u>Lystra.baird@montgomerycountymd.gov</u> Questions about Timekeeping – MCtime.Finance@montgomerycountymd.gov