



Timekeeping Toolkit Tips – Personal Days

Friendly Reminder: Make Sure to Use Personal Days Before the End of the Leave Year!

As we near the end of Leave Year 2024, we kindly remind all employees to use any remaining Personal Days before they expire. The leave year will end on Saturday, January 11, 2025 (or Thursday, January 9, 2025, for employees with a Friday Compressed Schedule).

We encourage supervisors to remind employees to schedule their Personal Days as soon as possible. This allows management to guarantee sufficient coverage and maintain smooth business operations.

Employees are encouraged to apply their Personal Days early in the leave year to ensure they can enjoy a full day off at their convenience. **Please note that Personal Days do not carry over and have no cash value to either employees or their beneficiaries. Any unused Personal Days will expire at the end of the leave year.**

Employee Resources:

- [2025 Payday/Holiday Calendar](#)
- [Personal Day Proration](#) - Information about the proration of Personal Days
- [Personal Day Usage](#) - Details on Personal Day usage for employees

Mctime SME & POCs Resources:

- Use the Mctime Genie – **Leave Balances** to identify employees with remaining Personal Days (you can sort by the Personal Day column for easier review).
- Use the Accrual Detail Report to determine when Personal Days were used during Leave Year 2024 (1/14/2024 - 1/11/2025).

We appreciate your cooperation in helping employees maximize their benefits.

If you have any questions, please do not hesitate to contact Mctime.



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