



2024 Leave Year

The 2024 leave year begins on Sunday, January 14, 2024, with a pay date of Friday, February 9, 2024. New Leave Year changes to leave types should be visible in the MCtime application by Monday, January 22, 2024.

Please check the [2024 Payday/Holiday Calendar](#) for specific date information.

Leave Rollover Processing

Excess Annual or Compensatory Leave is rolled over to Sick Leave effective Sunday, January 14, 2023.

Employees who could not use their excess annual leave from the 2023 Leave Year due to extraordinary circumstances, high workloads, or denied leave requests may be eligible to carry it into the 2024 Leave Year.

Beginning January 31, 2024, employees can apply for leave carryover by visiting the SharePoint site at www.montgomerycountymd.gov/leavecarryover. It is important to submit your leave carryover request to the Leave Carryover Application no later than the deadline of Wednesday, February 21, 2024.

Employees will get email confirmations for submitted and decided requests. Department approvers can request for employees with limited computer access. Approvals must be completed by Wednesday, March 6, 2024.

The approved carryover leave first goes to the sick leave balance on Friday, February 9, 2024, pay slips, then back to annual leave on Friday, April 19, 2024, pay slips, visible in MCtime on Monday, April 15, 2024.

Please note that leave carried over from the 2022 to the 2023 leave year must be used by January 13, 2024, or it becomes sick leave.

Compensatory time earned during the last pay period of 2023 (December 31, 2023 - January 13, 2024) will show on the Friday, February 9, 2024, pay slip and in MCtime on Monday, February 5, 2024.

Compensatory Leave Supplemental (Comp Leave Supp) hours differ from regular compensatory time. These hours can be carried over each year and are not part of the year-end compensatory time process. Employees will not receive payment for Comp Leave Supp hours at the end of the leave year or upon leaving County employment.

Related Links

- [Leave Carryover Application](#)

- [MCG Leave Carryover Application Job Aid](#)
- [Annual Leave Carryover and Compensatory Time Process](#)
- [Annual and Compensatory Leave Carryover Memo – December 28, 2023](#)



Personal Day Granting

Personal Day balances should be visible within the MCTime application on Monday, January 22, 2024, and eligible employees may use them in their timecards as of the pay period beginning January 14, 2024. Employees who work schedules other than 8-hour days and all part-time employees should review the [Personal Day Usage resource document](#) to understand the accrual displays in MCTime and how to pro-rate the usage.

New employees and employees who changed leave plans in the previous year will see their new leave plan displayed within the MCTime application on Monday, January 22, 2024, and reflected on Friday, February 9, 2024, pay slip.

Initial PTO Granting

Paid Time Off (PTO), within the MCTime application, should be visible on Monday, January 22, 2024, and eligible MLS managers and directors may use the PTO in their timecards for the Sunday, January 14, 2024, pay period. The second allocation of PTO will be reflected on the pay slip on Friday, July 26, 2024.

MCGEO SLB Decrement

MCGEO employees participating in the MCGEO Sick Leave Bank (SLB) will see an 8-hour leave decrement from their sick leave accruals balance on Friday, February 9, 2024, pay slip.

Family Sick Leave Tracking on Pay Slip

Family Sick Leave is limited to the amount of Sick Leave accrued in an LY for full-time or part-time employees. Family Sick Leave is a leave sub-category that decrements an employee's accrued Sick Leave balance. The leave year resets tracking of the Family Sick Leave maximum, which is tracked on the pay slip as a negative amount.

Union Leave Decrements

Negotiated union leave decrements required for employees participating in the unions will decrement the prescribed amount for the first pay period of the fiscal year, reflected on the July 26, 2024, pay slip.

Timekeeping Questions? Contact: MCTime – MCTime@montgomerycountymd.gov