

# MCTime Timekeeping Guidance for Delayed Opening/Early Closure

*Note: This guidance does not apply to periods covered by a General Emergency or Liberal Leave.*

Compensation guidelines during periods of delayed opening or early closure follow collective bargaining agreements (CBAs) and County policies. The following summary provides a high-level overview and reflects general practice. For detailed explanation and guidelines, please review the applicable CBA or Personnel Regulation.

In the event of County Government facility closures, employees who were scheduled to work and did not report to work due to delayed opening or early closure under the designation of Local Emergency, are eligible for Administrative Leave for the hours designated in the closure. Employees should use the pay code ***Admin Leave - Cnty Facility Clsd*** to record the number of scheduled hours that were not worked, due to the closure of the facility.

## Expectations for Reporting to Work – Delayed Opening :

Essential Employees:

- Essential employees scheduled to work onsite are required to report to work as scheduled.
- Essential employees scheduled to telework are required to continue to work remotely as scheduled, unless instructed by their supervisor to report to the worksite.

Non-essential Employees:

- Non-essential employees scheduled to telework should begin teleworking at the delayed opening time.
- Non-essential employees scheduled to work onsite:
  - Who are not telework-approved are required to report to work at the delayed opening time.
  - Who are already telework-approved, but it is not their scheduled telework day, with supervisor's approval, may telework, and begin teleworking at the delayed opening time
  - Who are scheduled to travel to an alternate worksite should telework at their regularly scheduled report time, and report to the work site at the delayed opening time.

## Timekeeping – Delayed Opening:

- Essential or Non-essential employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code: ***Hours Worked***.
- Employees already on pre-scheduled leave the day of the facility closure are to use their own accrued personal leave type as originally planned for that day.
- Employees on a Regular Scheduled Day Off (RSDO) who did not work are not impacted by a delayed opening.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.
- Non-essential employees who were scheduled to report to a physical work location and did not report due to facility closures, including the delayed opening, are eligible for Administrative Leave. Non-essential employees should use the pay code: ***Admin Leave - Cnty Facility Clsd*** to record the number of scheduled hours that were not worked, due to the closure of the facility.
- Non-essential employees who were scheduled to Telework, are eligible for Administrative Leave. Non-essential employees should use the pay code: ***Admin Leave - Cnty Facility Clsd*** to record the number of scheduled hours that were not worked, due to the delayed opening. See Examples below.

# MCTime Timekeeping Guidance for Delayed Opening/Early Closure

## Example – Delayed Opening :

*Delayed Opening (facility closure): County facilities open late.*

- Eligible employees use the pay code **Admin Leave - Cnty Facility Clsd** to be paid from the time their shift was scheduled to begin until the time County facilities opened.

For example, during a Delayed Opening, if the County opens at 10 a.m., the time between the employee’s scheduled start time and the time the County opened at 10 a.m. should be charged to **Admin Leave - Cnty Facility Clsd** by the employee when completing his/her timecard. For example:

| Employee’s Normal Scheduled Start Time: | Time Affected by Delayed Opening: | Amount of Admin Leave - Cnty Facility Clsd for Delayed Opening |
|---|-----------------------------------|--|
| 7:00 a.m.                               | 7:00 a.m. – 10:00 a.m.            | 3 hours  |
| 8:00 a.m.                               | 8:00 a.m. – 10:00 a.m.            | 2 hours  |
| 9:00 a.m.                               | 9:00 a.m. – 10:00 a.m.            | 1 hour   |

## Expectations for Reporting to Work – Early Closure:

Essential Employees:

- Essential employees scheduled to work onsite are required to work as scheduled.
- Essential employees scheduled to telework are required to continue to work remotely as scheduled, unless instructed by their supervisor to report to the worksite.

Non-essential Employees:

- Non-essential employees scheduled to telework are required to continue to work remotely until the Early Closure period begins.
- Non-essential employees scheduled to work onsite are required to continue to work onsite until the Early Closure period begins.

## Timekeeping – Early Closure:

- Essential or Non-essential employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code: **Hours Worked**.
- Employees already on pre-scheduled leave the day of the facility closure are to use their own accrued personal leave type as originally planned for that day.
- Employees on a Regular Scheduled Day Off (RSDO) who did not work are not impacted by an early closure.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.
- Non-essential employees who stopped working at the time the facility closed receive Administrative Leave from the time of closure until the end of their scheduled shift. Non-essential employees unable to report to a scheduled work shift within the span of facility closure receive Administrative Leave for their scheduled shift. Use of accrued leave is not required. See Example below.

# MCTime Timekeeping Guidance for Delayed Opening/Early Closure

## Example – Early Closure:

*Early Closure (facility closure): County facilities close early.*

During an Early Closure, if the County closes early at 3 p.m., the time between the employee's scheduled end time and the time the County closed at 3 p.m. should be charged to *Admin Leave - Cnty Facility Clsd* by the employee when completing his/her timecard. For example:

| Employee's Normal Scheduled End Time: | Time Affected by Early Closure: | Amount of <i>Admin Leave - Cnty Facility Clsd</i> for Early Closure |
|---------------------------------------|---------------------------------|---|
| 3:30 p.m.                             | 3:00 p.m. – 3:30 p.m.           | 0.5 hours   |
| 4:30 p.m.                             | 3:00 p.m. – 4:30 p.m.           | 1.5 hours   |
| 5:30 p.m.                             | 3:00 p.m. – 5:30 p.m.           | 2.5 hour  |

*Note: This guidance does not apply to periods covered by a General Emergency or Liberal Leave.*

## Questions

- **OHR Compensation:** [OHR.Compensation2@montgomerycountymd.gov](mailto:OHR.Compensation2@montgomerycountymd.gov)
- **MCTime:** [MCTime@montgomerycountymd.gov](mailto:MCTime@montgomerycountymd.gov)
- **OLR:** Contact your departmental OLR Specialist