

Annual Leave Policy

The purpose of this policy is to provide eligible employees with a time for rest, relaxation, and self-renewal, while still receiving full compensation from Montgomery County Government. The County encourages employees to take all the annual leave for which they are eligible.

Accrual

Montgomery County Government employees shall accrue paid annual leave and may utilize such as it is accrued; however, supervisors will consider scheduling needs and County operations when deciding such requests. The leave accrual schedule is as follows:

Accrual Rate for 37.5 Hour Work Week

Years of Service	Monthly Accrual
0-5 years	7.5 hours
5-10 years	8.75 hours
10-15 years	10.63 hours
15 or more years	12.50 hours

Accrual Rate for 40 Hour Work Week

Years of Service	Monthly Accrual
0-5 years	8 hours
5-10 years	9.34 hours
10-15 years	11.34 hours
15 or more years	13.34 hours

Accrual Rate for 43 Hour Work Week

Years of Service	Monthly Accrual
0-5 years	8.6 hours
5-10 years	10.04 hours
10-15 years	12.19 hours
15 or more years	14.34 hours

Accrual Rate for 24-Hour Shifts

Years of Service	Monthly Accrual
0-5 years	12 hours
5-10 years	14 hours
10-15 years	17 hours
15 or more years	20 hours

Accumulation of Annual Leave

The maximum number of unused annual leave anyone can accrue equals 240 hours (30 days). Accrued leave in excess of 240 hours will be automatically converted to the employee's accrued sick leave each pay period upon reaching maximum accrual amount(s).

Exception: The maximum number of unused annual leave for employees working 24-hour shift schedule is 300 hours.

Annual Leave Planning

Annual leave must be scheduled to meet the work requirements of the County, although all efforts will be made to accommodate the employee's request. Subject to the supervisor's approval, earned annual leave may be taken at any time during the calendar year as long as the employee schedules in advance.

- Annual leave may only be taken after it has been earned and with the immediate supervisor's approval.
- Accrued annual leave shall be granted upon employee's request in accordance with operating requirements and as staffing and service demands permit.
- Annual leave shall not be granted in excess of the amount accrued.
- Accrued annual leave shall be granted for purposes of sick leave when an employee has exhausted sick leave accruals.
- Employees are encouraged to schedule at least five (5) days of the annual leave allowance in succession, thereby resulting in at least one full week of meaningful time off.
- Requests for annual leave of one week or more must be scheduled and approved at least two (2) weeks in advance. Exceptions may be considered on a case by case basis as determined by the Department Head or Elected Official.
- Requests for annual leave less than one week must be scheduled and approved at least two (2) days in advance. Exceptions may be considered on a case by case basis as determined by the Department Head or Elected Official.
- Approved annual leave may be rescinded and/or rescheduled to meet department needs.
- An employee can be recalled to work while on annual leave. Failure to return to work when recalled may result in disciplinary action up to and including termination.

Holiday Falling During Annual Leave

Should a County recognized holiday occur during an employee's annual leave period, the day will be charged as a holiday and not as an annual leave day.

Illness during Annual Leave

Illness occurring during scheduled annual leave will not result in sick leave time replacing annual leave.

Annual Leave Pay

Eligible personnel will be paid for earned annual leave for each hour they are in a pay status and at the rate authorized for their employee classification up to the maximum allowed.

Overtime is paid on time worked, not time compensated. Time spent on annual leave will not be counted as hours worked for the purpose of computing overtime pay in any given workweek.

Terminal Annual Leave Pay

Any annual leave-eligible employee, separating from employment with Montgomery County Government shall receive pay for any unused accumulated annual leave not to exceed 30 days (240 hours) at the date of separation. Employees working 24-hour shifts shall receive pay for any unused accumulated annual leave not to exceed 260 hours. A retiring employee will receive all annual leave benefits earned but unused at the time of retirement.

- Annual leave may be used to extend the period of employment beyond the last day of work.
- The date of separation is the last day the employee is on payroll, even if terminal annual leave pay is granted.

The employee's estate will be paid an amount equivalent to pay in lieu of annual leave for all accrued annual leave not taken by the employee prior to death (Refer to Death of an Active Employee).

Supervisor's Responsibility

It is the employee's immediate supervisor's responsibility to maintain a record of annual leave used for all staff and to approve leave in a timely manner. Large accrued annual leave balances are indicative that annual leave is not being taken as the benefit is designed to provide. Department Heads, Elected Officials and supervisors are to ensure that their employees are avoiding large accrual balances.