

To: Montgomery College Employees

From: Krista Leitch Walker, Interim Chief Human Resources Officer

Subject: **Leave Reporting and Time Sheet Guidance for Saturday, March 14 to April 3, 2020**

Date: March 17, 2020

These are very unusual and challenging times for all of us, requiring us to be agile and flexible in our responses as we all deal with circumstances resulting from the COVID-19 pandemic. The College is making as much effort as possible to minimize any adverse impact on our employees and their families. One action that the College is undertaking to achieve this is to take a temporary departure from our normal leave and time reporting procedures. The following provides detailed instructions for employees and supervisors on these two matters.

Leave Reporting and Leave Provisions

We recognize that due to school and day care closures, illnesses, and so forth, some employees may be unable to work a full-day or even work at all during this period of remote and altered operations. Therefore, the reporting of sick, annual, and/or personal leave on timesheets is suspended until April 3, 2020. This includes leave requests submitted by employees, including full-time and part-time faculty, for the dates of Saturday, March 14 through Friday, April 3, 2020.

The purpose of the College's departure from leave reporting is to minimize employee burdens and disruptions **resulting from the COVID-19 pandemic**. Leave situations that were already in place and not impacted by the COVID-19 response will be processed as usual, such as sabbatical and professional development leave, voluntary leave of absence/leave without pay, and short-term disability leave. Employees or supervisors who have questions regarding this should email: LeaveRequest@montgomerycollege.edu for guidance and assistance.

Time Sheet Guidance

Important Reminder: Due to spring break, time sheets are due early this reporting period – **Thursday, March 19 by noon**. We encourage employees and supervisors to complete, submit, and approve time sheets as early as possible.

For the period of March 14 through April 3, 2020, regular full and part-time staff, casual temporary staff, student aides/assistants, and Federal Work Study students who are normally required to report and submit their work hours bi-weekly via web time-entry (time sheets) should **report work hours as they were scheduled** for this period -- regardless of their presence at the worksite and/or the number of hours worked remotely.

Only employees who are designated as “essential” in accordance with the AFSCME collective bargaining agreement (Section 7.11) and College procedures (58005CP) and (35001CP) are eligible to receive essential/emergency personnel pay. These individuals should report any hours that they were required to physically report to work at a College location (e.g., campus, office) on their time sheet as “essential personnel pay” (AFSCME) or “emergency personnel pay” (non-bargaining). Employees or supervisors who have questions regarding this should email: employeerelations@montgomerycollege.edu.

Supervisors must review and approve each employee time sheet and should not, under any circumstances, use the “approve all” function.

Any time sheet corrections must be made on an electronic form and submitted by the supervisor via the supervisor’s MC email to payroll@montgomerycollege.edu. Time sheets not submitted by the scheduled deadline will be processed the following pay cycle. Additionally, incomplete time sheet corrections may result in a delay.

Additional Guidance or Support

If you have questions not addressed in this memorandum and/or need additional guidance or support, we encourage you to visit the College’s [COVID-19 Guidance for MC Students and Employees](#) web page.

Additionally, you may also contact the Office of Human Resources and Strategic Talent Management (HRSTM) by the following:

Phone: (240) 567-5353

E-mail: HRSTM@montgomerycollege.edu

For a [list of direct HRSTM points of contact](#), please visit our website.

In these remarkably unusual circumstances the HRSTM team asks for your flexibility, patience, and understanding. We expect that as things develop, circumstances are likely to change. We will make every effort to communicate any new employee-related information and/or changes as quickly as possible. Please know we are committed to doing our best to support and serve the College’s employees so that you can do your best support and serve our students. Thank you!