

To: Montgomery College Benefits-eligible Employees
From: Krista Leitch Walker
Vice President of Human Resources and Strategic Talent Management
Subject: Leave Use and Carry-over for 2020
Date: May 29, 2020

The Office of Human Resources and Strategic Talent Management (HRSTM) has received inquiries regarding the status of leave use and carry-over due to the COVID-19 pandemic and the College's remote work status. As a result, the College has thoughtfully considered leave carry-over limits and deadlines for 2020. In tandem, the College had to also consider the staffing, scheduling, and financial implications that changes to our leave program may bring.

Given the number of unknowns and uncertainties in terms of our remote working conditions, expenses incurred due to the pandemic, and the future of our fiscal situation, the College will not make any changes to the current leave carry-over limitations or deadlines at this time.

It is understood that some employees may not be able to use their annual leave/recess days as originally planned. We are all working through very unusual circumstances that require us to make certain adjustments in our lives. One of these adjustments is to manage the boundaries between work time and personal time more intentionally when working from home. It is important that we all take time to step away from work, rejuvenate, and attend to our personal and family needs and interests. We encourage all employees to use their available annual leave/recess days and to communicate and work with their supervisors to ensure that they can do so.

As always, HRSTM is here to provide any information or support you may need. Questions about leave procedures should be directed to: LeaveRequests@montgomerycollege.edu.

Thank you.