



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION

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Voice/Relay

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TO: Howard County Employees

FROM: Lonnie R. Robbins
Chief Administrative Officer

SUBJECT: Update, Carry-Over Leave from FY 20 into FY 21

DATE: July 20, 2020

This communication was sent via global email to all Howard County employees on Monday, July 20, 2020 at 4:56 p.m.

Dear Employees,

On April 21, 2020, the County suspended the annual leave carry-over policy until further notice as a result of the COVID-19 pandemic, the resulting changes to normal government operations, and the realities of these challenging times. Under that policy, employees have a fiscal year end carry-over maximum determined by the Employee Manual or their collective bargaining agreement. The County's policy permits the Chief Administrative Officer to approve the carry-over of an additional fifteen (15) days (120 hours) "based on emergency staffing needs by recommendation of the Appointing Authority." The Chief Administrative Officer effectively waived the need to request and get approval for the additional 15 days of leave carry over.

The past few months have been particularly taxing as many of you have been balancing work and family responsibilities. County employees are our most valued asset and we want to encourage you to take time off for your own wellness and enjoyment. With that in mind, the new deadline to reduce leave balances over the maximum allowable is December 31, 2020. On January 1, 2021, the new allowable maximum will be your July 1, 2020 maximum plus what was earned year to date in FY 2021. Annual leave must be scheduled in advance and approved by your supervisor. Please work with your supervisors and appointing authorities to schedule your leave proactively and not wait until the end of the year.

If there are any questions, please do not hesitate to contact Janssen E. Evelyn (jevelyn@howardcountymd.gov) or John K. Peterson (jpeterson@howardcountymd.gov).

Stay safe and thank you for your continued dedication.