



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
6611 Kenilworth Avenue • Riverdale, Maryland 20737

M-NCPPC Resolution 22-01

Updated Temporary Extension in Annual/Generic Leave Carryover

(Merit and Term Contract Employees)

WHEREAS, the Coronavirus (“COVID-19”) has presented an unforeseen set of events without any precedent in the agency’s history; and

WHEREAS, the State, including Montgomery and Prince George’s Counties, continues to experience increased COVID-19 positivity numbers associated with the Omicron variant; and

WHEREAS, the M-NCPPC has not declared an emergency closing and its departments continue to operate; and

WHEREAS, the agency recognizes that our Merit System and Term Contract employees and leaders have diligently responded to the unprecedented circumstances caused by the pandemic, often without the ability to utilize their annual/generic leave; and

WHEREAS, annual leave policies are covered in the agency’s personnel regulations, Section 1460 of the Merit System Rules and Regulations (Merit Rules); and

WHEREAS, generic leave policies applicable to Term Contract employees are covered in the agency’s Contract Employment Manual, Procedures 00-02, Section VI(D)(1)(c)(i); and

WHEREAS, the agency recognizes that annual/generic leave provides employees the ability to utilize this category to address COVID-19 related responsibilities; and

WHEREAS, the Merit Rules establish limits on annual leave balances, and requires an automatic transfer of excess annual leave beyond certain limits to sick leave no later than April 30, 2022; and

WHEREAS, the Contract Employment Manual establishes a limit on generic leave balances, and requires automatic payout of excess generic leave beyond a certain limit at the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED, that the Commission hereby authorizes a temporary modification of: (1) Section 1464.2 of the Merit System Rules and Regulations, and (2) Section VI(D)(1)(c)(i) of Procedures 00-02 of the Contract Employment Manual, by allowing an extension in the carryover of annual/generic leave as follows:

- a. Represented and non-represented Merit System employees, as well as Term Contract employees, may continue to maintain their annual/generic leave balance until December 31, 2022, at which time the excess annual/generic leave balance rollover will be managed consistent with the provisions of the Merit System Rules and Regulations and Contract Employment Manual, as appropriate.
- b. This extension will be automatically applied for excess annual/generic leave as of December 25, 2021, to all represented and non-represented Merit System positions, as well as Term Contract positions, unless written notification is made by an employee to the Corporate Human Resources Office no later than close of business on:
 - i. January 31, 2022, for FOP-represented employees. FOP-represented employees who decide to retire after January 31, 2022 but not later than November 30, 2022, may convert their excess annual leave balance to the same level that would have been converted on December 25, 2021, assuming the FOP member has sufficient balance when the request is submitted.
 - ii. February 28, 2022, for MCGEO-represented and non-represented Merit System employees, as well as Term Contract employees.

BE IT FURTHER RESOLVED, that the M-NCPPC does hereby authorize the Secretary-Treasurer to take action as may be necessary to implement this Resolution.

APPROVED FOR LEGAL SUFFICIENCY:

Tracey Harvin, 1/11/22

Tracey Harvin, Senior Counsel

CERTIFICATION

This is to certify that the foregoing is a true and correct copy of Resolution No. 22-01 adopted by the Maryland-National Capital Park and Planning Commission on motion of Vice Chair Hewlett, seconded by Commissioner Geraldo, with Chair Anderson, Vice Chair Hewlett, Commissioners Bailey, Cichy, Doerner, Geraldo, Rubin and Verma voting in favor of the motion and Commissioners Patterson and Washington being absent for the vote at its regular meeting held on Wednesday, January 19, 2022 via video-conference, and broadcast by the Montgomery Planning Department.


Asuntha Chiang-Smith Executive Director