



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

M-NCPPC Resolution 22-38

**Fourth 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, 2023; 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. Non-represented Merit System employees, as well as Term Contract employees, may continue to maintain their annual/generic leave balance until December 31, 2023, 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 24, 2022, to all 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 a date to be determined in consultation with the Department of Finance.

BE IT FURTHER RESOLVED that the Executive Director is authorized to enter into an agreement with the Municipal and County Government Employees Organization/United Food and Commercial Workers, Local 1994 (MCGEO) and Fraternal Order of Police, Lodge #30, respectively, regarding:

- a. The applicability of the extension to those employees represented by MCGEO and FOP, and
- b. The deadline by which written notification must be made to the Corporate Human Resources Office to opt out of the extension.

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.

This is to certify that the foregoing is a true and correct copy of Resolution No. 22-38 adopted by the Maryland-National Capital Park and Planning Commission on motion of Commissioner Hill, seconded by Commissioner Geraldo, with Commissioners Branson, Geraldo, Hill, Shapiro, Washington and Zyontz voting in favor of the motion, and Commissioners Bailey, Doerner and Piñero absent during the vote, at its meeting held on November 16, 2022, during a hybrid video-conference/in-person meeting at Wheaton Headquarters in Wheaton, Maryland and broadcast by the Montgomery Planning Department.


Asuntha Chiang-Smith, Executive Director

Reviewed and Approved for Legal Sufficiency

/s/Debra Borden, M-NCPPC General Counsel
November 7, 2022