



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

M-NCPPC Resolution 23-19

Fifth Temporary Extension in Annual/Generic Leave Carryover

(Merit and Term Contract Employees)

WHEREAS, the agency recognizes that our Merit System and Term Contract employees and leaders have diligently responded to the unprecedented circumstances caused by the COVID-19 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, Administrative Procedures 00-02, Section VI(D)(1)(c)(i); and

WHEREAS, the Merit Rules establish limits on annual leave balances based on hire date, and requires automatic transfer of excess annual leave to sick leave beyond established limits at the end of the calendar year; and

WHEREAS, the Merit Rules permit a Department Head, upon request of the employee, to grant a delay in the transfer of excess annual leave to sick leave no later than April 30 of the new calendar year, when the employee's use of annual leave could not be approved due to work program considerations; 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) Sections 1461.1.a-c of the Merit System Rules and Regulations, and (2) Section VI(D)(c)(i) of Administrative Procedures 00-02 of the Contract Employment Manual, by increasing the established limits on annual/generic leave balances that may be carried from one calendar year to the next by 25%, as follows:

- a. Non-represented Merit System employees hired:

- i. Prior to July 1, 2013, shall be able to carry over a maximum of five hundred and fifty (550) hours of annual leave to the 2024 calendar year.
 - ii. On or after July 1, 2013, shall be able to carry over a maximum of four hundred and six (406) hours of annual leave to the 2024 calendar year.
 - iii. On or after January 1, 2019, shall be able to carry over a maximum of three hundred (300) hours of annual leave to the 2024 calendar year.
- b. Term Contract employees shall be able to carry over a maximum of ninety-four (94) hours of generic leave to the 2024 calendar year; and

BE IT FURTHER RESOLVED that this increase will be automatically applied for excess annual/generic leave as of December 31, 2023, 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 December 8, 2023.

BE IT FURTHER RESOLVED that a Department Head, upon request of a non-represented Merit System employee, may grant a delay in the transfer of excess annual leave to sick leave no later than April 30, 2024, if the employee's previously requested use of annual leave could not be approved due to work program considerations.

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

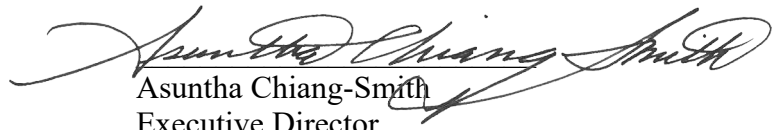
- a. The applicability of the extension to those employees represented by MCGEO and FOP, and
- b. The deadline by which written notification must be made to the Corporate Human Resources Office to opt out of the automatic increase in annual/generic leave carry-over limits.

BE IT FURTHER RESOLVED that the Secretary-Treasurer is hereby authorized to take action as may be necessary to implement this Resolution.

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CERTIFICATION

This is to certify that the foregoing is a true and correct copy of Resolution 23-19 adopted by the Maryland-National Capital Park and Planning Commission on motion of Commissioner Doerner, seconded by Commissioner Bailey, with Commissioners Bailey, Doerner, Geraldo, Harris, Hedrick, Linden, Pedoeem and Shapiro voting in favor of the motion, Commissioner Barley abstaining and Commissioner Washington being absent for the vote, at its regular meeting held on September 20, 2023, virtually and in person at the Prince George's Department of Parks and Recreation Auditorium in Riverdale, Maryland.


Asuntha Chiang-Smith
Executive Director

REVIEWED AND APPROVED FOR LEGAL SUFFICIENCY:

Debra S. Borden, General Counsel
September 6, 2023