

To: All Current and Incoming Department Chairs

From: Lynda S. von Bargen, Interim Director of HRSTM Business Services

Subject: Use of Annual Leave

Date: June 9, 2020

In accordance with your Department Chair Employment Agreement, you will be awarded an annual leave allotment on July 1 based on your years of service. Please find the eligibility table below. The annual leave allotment for Department Chairs does not carry-over into the next fiscal year. During the contract term or upon expiration of the contract, there will be no pay-out for unused annual leave. Chairs are required to request supervisor approval and report their annual leave usage via the online bi-weekly timesheet located on MyMC.

Years of Service	Eligible Accrual
0-3 Years	120
3-15 Years	160
15+ Years	208

Please be advised that all annual leave currently available to Department Chairs must be used on or before June 30, 2020 or any such unused annual leave will be lost. The annual leave to which you are entitled for the upcoming fiscal year will be available to use and report leave beginning July 1, 2020.

If you have any questions, please contact [Leave Requests](#) or Denise Cummings at denise.cummings@montgomerycollege.edu