

Department of Employee and Retiree Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

SCHEDULE OF PAY PERIODS AND PAYDAYS FOR 10-MONTH TEACHER  
SUMMER EMPLOYMENT (SE) ACTIVITIES  
FISCAL YEAR 2020–2021

| Pay Period                    | Online Posting and Releasing<br>Must be Completed by 4:00 p.m.<br>on the Dates Listed Below | Pay Dates               |
|-------------------------------|---|-------------------------|
| June 06–June 19, 2020 (A) (B) | Friday, June 19, 2020   | Thursday, July 02, 2020 |
| June 20–July 03, 2020 (A)     | Monday, July 6, 2020  | Friday, July 17, 2020   |
| July 04–July 17, 2020 (A)     | Monday, July 20, 2020   | Friday, July 31, 2020   |
| July 18–July 31, 2020 (A)     | Monday, August 03, 2020   | Friday, August 14, 2020 |
| August 01–August 14, 2020 (A) | Monday, August 17, 2020   | Friday, August 28, 2020 |
| June 05–June 18, 2021 (A)     | Friday, June 18, 2021   | Friday, July 02, 2021   |

- (A) We no longer send an initial supply of blank SE timesheets. Timekeepers can print a copy of Montgomery County Public Schools (MCPS) Form 430-13: *PACS Time Sheet for MCEA and MCAAP Employees with Required Summer Workdays*, directly from the MCPS website at the following link: [www.montgomeryschoolsmd.org/departments/ersc](http://www.montgomeryschoolsmd.org/departments/ersc). SE timekeepers should post the biweekly timesheets to the online Payroll Attendance Collection System (PACS) and **retain all the individual SE timesheets at the location.**
- (B) Attendance for the pay period June 6–June 19, 2020, is to be posted online by 4:00 p.m. on Friday, June 19, 2020.

**Timekeepers: Please follow the deadlines listed above when posting attendance.**

**Fraction of an Hour**—Report a fraction of an hour of time worked or absent as follows:

| Minutes Worked | Report Tenths of Hours | Minutes Worked | Report Tenths of Hours |
|----------------|------------------------|----------------|------------------------|
| 0–5            | 0                      | 30–35          | .5                     |
| 6–11           | .1                     | 36–41          | .6                     |
| 12–17          | .2                     | 42–47          | .7                     |
| 18–23          | .3                     | 48–53          | .8                     |
| 24–29          | .4                     | 54–59          | .9                     |

**Absences Other Than Sick Leave**—The Montgomery County Education Association (MCEA) agreement reads: “Ten-month unit members employed during the summer shall be eligible to use all and any accrued sick leave on any duty day when illness or disability prevents their reporting to their assignment.” Bereavement leave, union business leave, and civil leave is allowed to be reported for pay. No other type of leave is authorized according to the contract. Program managers may arrange a new work date in lieu of other types of leave if the unit member’s workday can be rescheduled. Under no circumstances will professional leave be authorized.

**Summer School Substitute Teachers**—Time worked must be reported using the online PACS. Contact the Office of Human Resources and Development if the employee does not appear on the short-term substitute attendance screen.