

**To:** Montgomery College Employees

**From:** Dr. Jermaine F. Williams, President

**Subject:** **Additional Holiday Closure—Wednesday, November 27, 2024**

**Date:** November 21, 2024

I am writing to share that eligible employees will receive an additional paid holiday on Wednesday, November 27, in addition to the scheduled holidays on Thursday and Friday, November 28 and 29, 2024. This decision has been made out of gratitude and appreciation for the dedicated service and support you provide to our students and the community. Each of you makes Montgomery College an extraordinary place to learn and work.

I hope that this added day will give you more time for yourself, as well as time with family, friends, and loved ones during this break to rest, reconnect, and recharge.

With the added holiday and College closure from Wednesday, November 27, through Sunday, December 1, 2024, the Office of Human Resources and Strategic Talent Management (HRSTM) has provided the following guidance for time reporting:

- No action is required for full-time and part-time faculty.
- **Regular full-time and part-time staff and administrators who have already submitted a time off request for November 27 need to cancel their request in Workday as soon as possible ([refer to page 4 of the Request Absence job aid](#)). Supervisors, please approve all time off corrections by the subsequent December 7 timesheet deadline so that the added November 27 holiday processes correctly.**
- Regular full-time and part-time hourly staff who have regularly scheduled hours on Saturday, November 30, and/or Sunday, December 1, should email the [Payroll Services Team](#) for guidance on completing their timesheets.
- Essential staff who are required to work should enter regular hours and essential pay, as usual. Please refer to [Essential Pay Guidance](#) on the HRSTM webpage, if needed.
- Hourly casual temps who were scheduled to work Wednesday, November 27, may telework with approval from the appropriate supervisor and should enter any regular hours worked into their timesheet, if applicable.
- **Though we did not previously have an early timesheet deadline for this pay period, adjusting the timesheet deadline is now necessary to accommodate the additional holiday. All hourly employee timesheets for all hours worked and approved time off from November 9 through November 22 are now due Friday, November 22, by 12 noon to ensure payroll can be processed on time for the November 29 pay date.**

If you have any time off or time entry (timesheet) questions, please contact the [Payroll Services Team](#).

Again, thank you for all you do for our students, our colleagues, and our community. I wish you a very happy break!