



## Important Reminders for Managing the MCD Allowance

- **The maximum request period for the MCD allowance is one year.** The MCD allowance termination date cannot exceed December 31<sup>st</sup> of the calendar year in which the benefit is requested.
- **Termination refunds are not permissible.**
- **The MCD allowance is not subject to retroactive adjustments for pay.**
- **The MCD allowance is not an automatic transfer to a new position.** This form only applies to the named employee, primary position and suffix for the stated time period. If the named employee *changes to a new position*, **the employing department must complete and submit a new form to the appropriate HR office** to support the employee's continued receipt of this benefit. This is not an automatic benefit under the new position and suffix.
- **The supervisor of the named employee must ensure to receive a copy of the employee's cellular phone bill each year and must receive before** submission of a new form to continue the MCD allowance.