
State of Connecticut
Probate Court
Budget Committee

Employee Benefits
Current Practices Related to Work Absences

December 16, 2009

Summary

- Background Information
- Judicial Branch and Existing Court Policies
 - Vacation
 - Sick Leave
 - Personal Leave
 - Holidays
 - Other
 - Bereavement
 - Family Medical Leave Act

Background Information

- To comply with the State Auditors' recommendation in 2001, PCA requested personnel policies be documented
 - 82 court policies (70%) currently on file with PCA
- For courts with documented policies on file with PCA, a letter was sent in November 2009 requesting updates, if any, be submitted by December 11th
 - Approximately 37% of the courts updated their policies since 2001 (updates submitted to PCA in December 2009)
 - 30% of the changes related to office hours
 - 65% of changes related to sick time and paid vacation (to reflect additional years of service earned since 2001)
 - Remaining 5% of responses in December related to miscellaneous changes such as adding provisions for the Family Medical Leave Act (FMLA) and paid bereavement

Vacation

Judicial Branch

Policy No. 506, 507, 508

Years of Service	Accrual Rate 40 Hr Work Week	Annualized Vacation Days
One to nine (1-9)	10.00 hours/month	15
Ten (10)	10.67 hours/month	16
Eleven (11)	11.33 hours/month	17
Twelve (12)	12.00 hours/month	18
Thirteen (13)	12.67 hours/month	19
Fourteen or more (14+)	13.33 hours/month	20

- Accrued on a monthly basis after the first full month of service
- Unused hours may accumulate up to a maximum of 120 days
- Accrual for employees not working 40 hours per week accrue at a rate proportional to the number of hours the employee works per week
- Payment for unused vacation leave is made after separation of employment by retirement, discharge, resignation or death

Vacation

Probate Courts

- Approximately 60% of courts provide paid vacation as follows:

Years of Service	Vacation Time
1	1 week
2-5	2 weeks
6-15	3 weeks
16-20	3 weeks plus one additional day for each year of completed service
21+	4 weeks

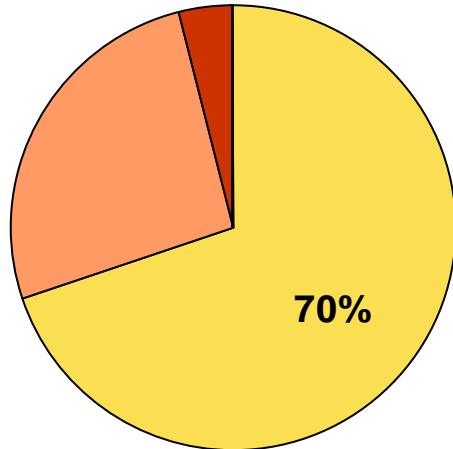
- Unused vacation time is paid at the end of each year and not accrued
- Some courts provide for 2 weeks after first year of service

- Other court policies provide for:
 - Option to be compensated or accrue
 - Accruals with no limits mentioned
 - Accruals with limits (5, 10, 30, 45 and 120 days)
 - 35 years of service = 6 weeks
 - After 18 years of service, open to discussion with Judge
 - Policy not specified... “determined annually by Judge”
 - Birthday provided as an extra day if it falls on a work day
 - Eight years of service = 4 weeks vacation plus one additional day for each year of service over 8 years
 - Over 15 or 20 years of service – one additional day for each year

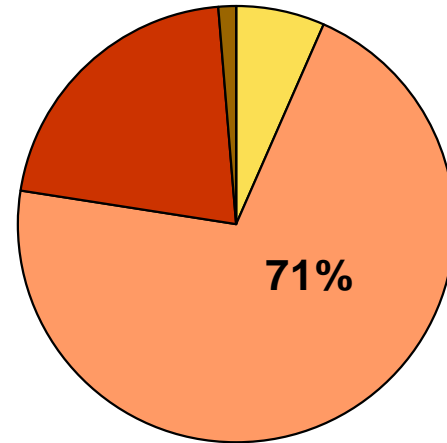
Vacation

Probate Courts

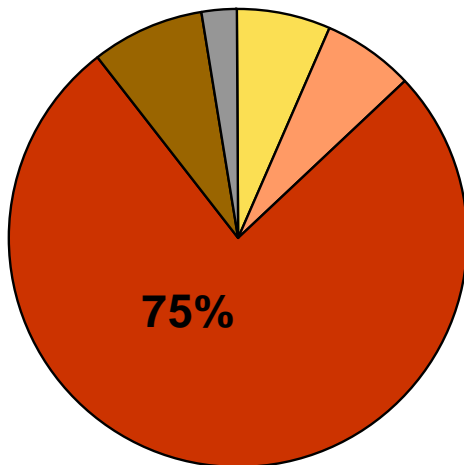
One Year of Service



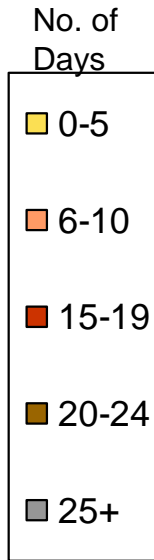
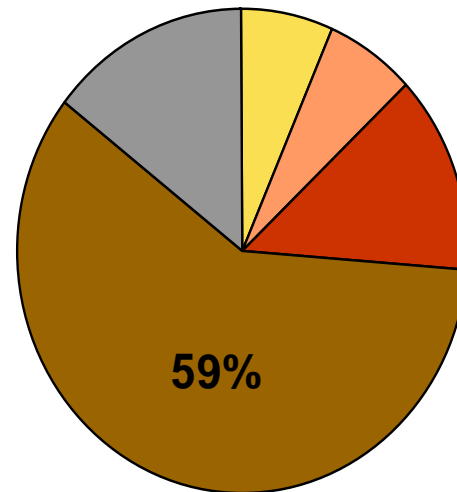
Five Years of Service



Ten Years of Service



Twenty Years of Service



Sick Leave

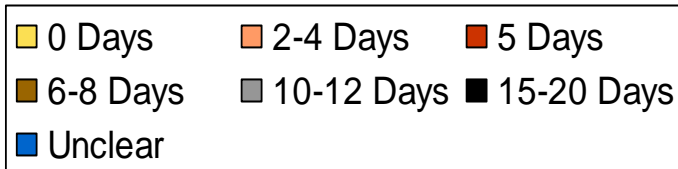
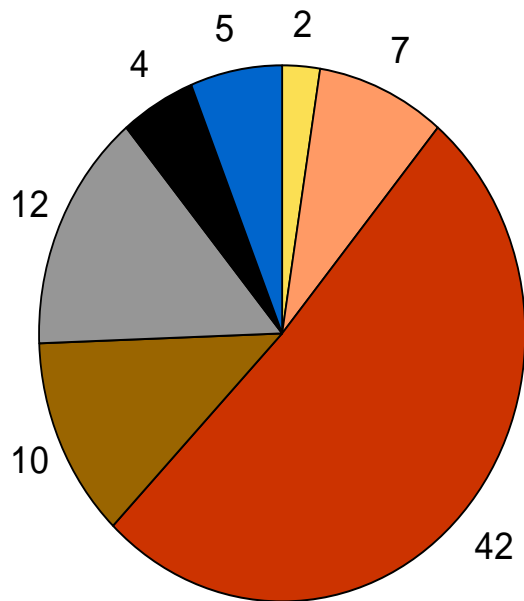
Judicial Branch

- Policy Highlights (No. 503, 504, 505)
 - Month by month accrual
 - Accrued at 10 hours per month (15 days per year)
 - Based on 40 hour work week
 - No limit on accrual
 - Accrued sick leave paid upon retirement or death of employee
 - After completing 10 years of service
 - Paid for one quarter of accrued balance (up to a maximum of 60 days)

Sick Leave

Probate Courts

Number of Courts



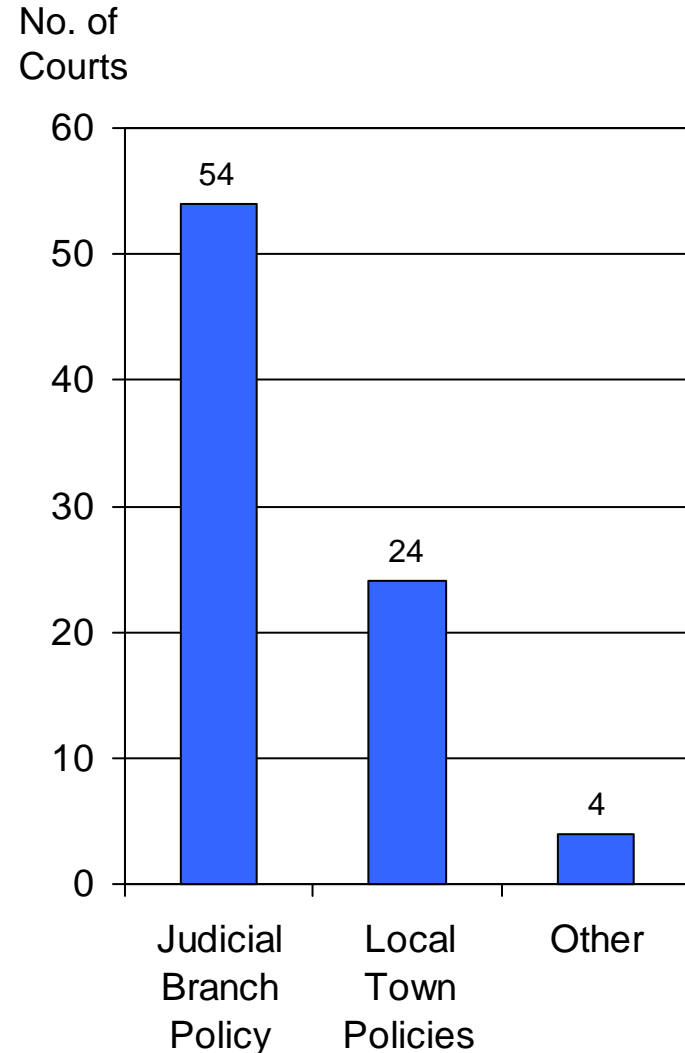
- Majority of courts provide 5 sick days per year
- Carryover policies vary
 - 8 courts allow carryover
 - 67 courts do not allow carryover
 - 7 courts unclear
- Unused days paid out at end of calendar year by 3 courts
- Majority of courts will pay for absence if due to medical disability
 - Range of 4-6 weeks of pay
 - Some courts provide full pay and others provide half pay

Personal Leave

- Judicial Branch policy provides three personal days with pay each calendar year (24 hours for a 40 hour work week)
 - Part-time employees are granted personal leave days on a prorated basis
 - Personal leave time does not accumulate or carry over to the following year
- Probate courts
 - 78% of policies state “Judge shall approve reasons for personal time”
 - Number of days and/or reasons not specified
 - Some policies define vacation and personal time as the same
 - Some policies define sick and personal time as the same
 - Some policies are silent on personal leave
 - Some courts provide one, two or three personal days

Holidays

- Judicial Branch Policy provides for 12 paid holidays
- Eleven courts specify holidays are the same as Judicial Branch *and* any day Town Hall is closed for Holiday
 - These courts are included in Judicial Branch count in chart
- Day after Thanksgiving
 - 10 courts provide this day as paid Holiday
 - 39 courts provide this day as paid Holiday *at the discretion of the Judge*



Other

Bereavement

- Judicial Branch Policy (No. 504):
 - For immediate family, up to five work days (40 hours for a 40 hour work week) may be charged to accrued sick leave
 - For other than immediate family members, if permission is requested and granted by employee's supervisor, up to one work day may be charged to sick leave for a funeral
- Probate Court Policies:
 - Most court policies do not address bereavement benefits

Other

Family Medical Leave Act (FMLA)

- FMLA provides for extended paid and unpaid leaves of absence for reasons such as birth of child, adoption, placement of a foster child, serious illness or health condition of employee, spouse, child or parent
 - Judicial Branch Policy (No. 513)
 - Federal FMLA:
 - 12 months of total service and must have worked 1,250 hours in the 12 months immediately preceding the start of leave
 - Entitled to 12 weeks unpaid leave in a twelve-month period
 - Sick time accruals should be used
 - State FMLA (C.G.S. Section 5-248a):
 - The employee must have been employed by the State of CT in a permanent position for at least six months
 - Entitled to 24 weeks of unpaid leave within a two-year period
 - Sick time accruals should be used
 - Probate Court Policies
 - Most courts do not explicitly include FMLA benefits in their policies

Questions



Comments