

## Employee Benefits: Paid Time-Off Policies

Effective January 5, 2011

As Adopted by the Budget Committee March 31, 2010

---

### Vacation

Accrual rates are based on a 40-hour work week. Employees who work a reduced work schedule accrue time on a prorated basis:

Years of Service	Accrual Rate	Annualized Vacation Days
Zero to five	6.67 hours/month	10
Six to Ten	10.00 hours/month	15
Eleven	10.67 hours/month	16
Twelve	11.33 hours/month	17
Thirteen	12.00 hours/month	18
Fourteen	12.67 hours/month	19
Fifteen to twenty-four	13.33 hours/month	20
Twenty-five or more	16.67 hours/month	25

- Vacation accrues on a monthly basis after the first full month of service.
- Unused vacation time may accumulate up to a maximum of 120 days.
- Payment for unused vacation time will be made after separation of employment by retirement, discharge, resignation, or death.

### Sick Time

- 15 days per year based on a 40-hour work week.
- Sick time accrues on a monthly basis at 10 hours per month.
- Part-time employees are granted sick time on a prorated basis.
- There is no limit on accrual.
- Accrued sick time will be paid upon retirement or the death of the employee (after completing 10 years of service) at the rate of one quarter of the accrued balance up to a maximum of 60 days.
- Bereavement leave is covered under the sick leave policy.

### Transition to Accrual System (incumbent employees only)

- In addition to their prorated accrual time, all incumbent court staff will receive five days of vacation time and five days of sick time on January 5, 2011.
- Monthly accrual for vacation time and sick time will be prorated to compensate for the five days of vacation time and sick time that was given up front.
- Any new hire will receive the normal accrual rates.

# **Employee Benefits: Paid Time-Off Policies**

Effective January 5, 2011

As Adopted by the Budget Committee March 31, 2010

---

## **Personal Time**

- There will be three personal days each calendar year based on a 40-hour work week.
- Part-time employees are granted personal leave days on a prorated basis.
- Personal time does not accumulate or carry over to the following year.
- Personal time is granted to new hires in permanent positions at the conclusion of six months of continuous service. Thereafter, it is granted to employees on the first working day of each calendar year following the first calendar year of employment.

## **Holidays**

- There are 12 paid holidays, which are determined by the judge before the start of the calendar year.

**Courts that have written policies allowing either unused time to be carried forward or an annual pay out for all unused time must settle those accounts by December 31, 2010.**