

JUDICIARY HUMAN RESOURCES DEPARTMENT

LEAVE BANK

FACT SHEET

LEAVE BANK ENROLLMENT:

NOTE: *The Leave Bank Enrollment period for the 2014 Leave Year is 10/30/13 through 11/12/13.*

Leave donated to the Bank will be deducted in the pay period ending 11/12/13.

- To enroll in the Leave Bank the employee must be a Regular [status] employee (Law Clerks are not eligible to participate.)
- If required to serve an initial probation, must have successfully completed the initial 6-month probationary period prior to last day of enrollment period (deadline is 11/12/13).
- A combined total of eight (8.00) hours of eligible leave must be donated to the leave bank and must be available at the time of enrollment. The eight (8.00) hours may be comprised in full or in combination of annual*, personal or sick leave. The following leave is **INELIGIBLE** for Leave Bank Enrollment:
 - ✓ Donated Leave – must be the employee’s own leave
 - ✓ Compensatory Leave
 - ✓ Administrative Leave
 - ✓ Annual Leave – ineligible to employees still in the probationary period*
 - ✓ Anticipated leave earnings
- The employee must complete and submit a **JUDICIARY LEAVE BANK ENROLLMENT FORM** during the enrollment period.
- The employee must meet all eligibility criteria to use leave from the leave bank:
 - ✓ No disciplinary actions in the last twelve (12) months.
 - ✓ Maintained a rating of at least “meets standards” in leave management or attendance/dependability.
 - ✓ Maintained an overall performance rating of at least “meets standards.”
- The employee’s Administrative Official must verify and authorize the employee’s eligibility.
- The donation of 8.00 hours = Leave Bank membership for one year, commencing at the beginning of the next leave year.
- Employee must enroll for each leave year to be eligible during that leave year.
- Leave donated to the Bank is not returned to employees.
- Donations to the Bank greater than 8.00 hours do not qualify the employee for additional Leave Bank entitlement beyond that stipulated in the Judiciary Leave Bank Policy.

LEAVE BANK REQUEST:

- Leave Bank may be used **only** for the Judiciary employee’s medical condition.
- An employee wishing to receive leave from the Leave Bank must be enrolled in the Leave Bank for the current leave year.
- Employee must complete and submit to the Administrative Official:
 - ✓ **THE JUDICIARY LEAVE DONATION AND LEAVE BANK PROGRAM MEDICAL CERTIFICATION REQUEST FOR LEAVE FORM (JHR 0018)***, with a health care provider documenting that the employee has a serious and prolonged medical condition that results in an absence of more than 5 consecutive work days.
- The employee’s Administrative Official must verify the employee’s eligibility to withdraw leave from the Bank.
- Leave Bank membership does not guarantee that the employee will be granted leave from the leave bank when requested. The employee may be granted leave from the Bank **if** the employee meets all qualifying criteria.
- Employee must exhaust all accrued leave before leave from the Bank is applied.
- An employee may not receive more than 320 hours of leave from the Leave Bank and /or donated leave [combined] in a 12-month period, or more than 1,040 hours in the employee’s career.

APPEALS:

- An employee who is denied leave from the Leave Bank may request an appeal.
- To file an appeal the employee must complete and submit a **JUDICIARY LEAVE DONATION AND LEAVE BANK PROGRAM REQUEST FOR RECONSIDERATION OF DENIAL FORM (JHR 0021)**** to the Executive Director of Human Resources within 5 days of when the employee became aware of the denial.
- The decision of the Executive Director or his/her designee is final and not subject to further administrative review.

***Forms can be found on the Judiciary Website*

Consult the Policy on Leave Donations and the Judiciary Leave Bank or contact the Office of Employee Relations at (410) 260-1732 if you have any questions.

