



# Administrative Office of the Courts

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## Human Resources

### Leave Accounting Procedures for Early Release for Holidays

(Reference: [Court of Appeals Administrative Order on Early Release for Holidays, dated August 7, 1998](#); Human Resources Policy on Leave (Generally), page 8 of 23; Human Resources Policy on **Early Release for Holidays**)

#### GENERAL INFORMATION

- An employee dismissed at 2 p.m. will receive paid administrative leave for the remainder of the employee's workday.
- A regular employee who remains at their main worksite or remote worksite following the early release will earn compensatory time at the rate of time and one half.<sup>1</sup>
- A contractual or temporary employee who remains at work will be paid at the rate of time and one-half.
- Managers are required to ensure minimal office coverage when early release is in effect.
- Any employee previously scheduled to be absent for the entire day on either day will be required to use his/her accrued leave unless the employee is scheduled to be off as a result of an alternative work schedule. An employee not scheduled to work on the day of an early release, either as a result of being on leave or an alternative work schedule, will not be granted administrative leave for early release for the holiday.
- Any employee who reports to work, but then leaves work prior to 2 p.m. for the remainder of the day, must use accrued leave until 2 p.m. and will receive administrative leave for any scheduled worktime after 2 p.m.
- An employee whose normal work schedule ends prior to 2 p.m. on the day of an early release for a holiday is not eligible for administrative leave.
- **Compensatory leave earned in conjunction with the *Administrative Order on Early Release for Holidays* is based upon each employee's normal working hours.**

#### COMPENSATION FOR CONTRACTUAL AND TEMPORARY EMPLOYEES

Judiciary-paid contractual and temporary employees will be compensated for their entire normal workday if they are dismissed at 2 p.m. **They will be compensated at time and one-half times their hourly rate if they remain at work beyond 2 p.m. on either day.**

Employees hired through temporary staffing agencies will be compensated only for hours worked and they will be compensated at their regular hourly pay rate should they be required to remain at work beyond the 2 p.m. release time.

#### COMPENSATION FOR DISTRICT COURT COMMISSIONERS

District Court Commissioners who work a shift that falls between the hours of 2 p.m. and 5 p.m. during the date of an early release will be granted 2.5 hours of compensatory leave to be used at a later date, with the approval of the Administrative Commissioner.

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<sup>1</sup> When coding the timesheet, indicate the actual number of hours worked beyond 2 p.m. The Time Reporting Code (TRC) Work Office Coverage will convert the Compensatory hours to time and one half.