

JUDICIARY HUMAN RESOURCES DEPARTMENT

FACT SHEET

Administration of the Attendance Incentive Program

(Reference: Policy on the Attendance Incentive Program)

Eligibility Requirements

- The policy applies to all regular employees
- The employee must have been employed with the Judiciary since the beginning of the leave year for which the incentive is being claimed.
- The employee did not receive any disciplinary actions during the leave year.
- The employee must have a balance of one (1) to three (3) days of personal leave at the completion of the leave year. A “day” is defined as an eight (8) hour workday.
- The employee must not have used more than three (3) days of sick leave at the completion of the leave year. Therefore, an employee, **including those working an AWS schedule**, cannot use more than 24 hours of sick leave during the leave year to be eligible to participate in this program.
- Sick leave is defined as **any leave** used to cover an absence due to an illness or medical care of the employee or eligible family member, including sick leave, annual leave, personal leave, compensatory leave, donated leave, leave from the leave bank, and leave-without-pay.
- The following use of sick leave **does not count** toward the 24-hour yearly limit:
1) absences protected by the FMLA and the ADA, 2) sick leave used for documented prescheduled and pre-approved medical appointments, 3) sick leave used for the death of an eligible family member, and 4) sick leave donated to another employee or used to join the Judiciary Leave Bank.

Incentive

- Employees who meet the eligibility requirements must complete a “Leave Conversion” form (available on *Courtnet*) if they wish to convert a maximum of up to 24 hours of personal leave to:
 - Annual Leave
 - Sick Leave
 - Cash payment, or
 - A combination of these options.
- Conversions only can be processed in full-day (8-hour) increments.
- The supervisor’s signature will be considered approval for processing the request.

Please consult the *Policy on the Attendance Incentive Program* or contact the Employee Relations Unit at (410) 260-1731 if you have any questions.