

## JUDICIARY HUMAN RESOURCES DEPARTMENT

### FACT SHEET

#### **Leave Accounting Procedures for Early Release for Holidays (Christmas and New Year Holidays)**

*(Reference: Court of Appeals Administrative Order on Early Release for Holidays, dated August 7, 1998; Human Resources Policy on Leave (Generally), pages 4 of 18 and 9 of 18; Human Resources Policy on Classification and Compensation, page 11 of 12)*

**All employees<sup>1</sup> – exempt and non-exempt<sup>2</sup>-- who work past 2:00 p.m. on either or both days will earn compensatory time at one and one-half times the regular rate.<sup>3</sup>**

**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 absence is the result of an AWS) and will not be granted administrative leave for early release for the holiday**

**Any employee reporting to work, but then leaves work prior to 2:00 p.m. for the remainder of the day, must use accrued leave until 2 p.m. and will receive administrative leave for any scheduled work-time missed after 2:00 p.m.**

**An employee whose normal work schedule ends prior to 2:00 p.m. on the day of an early release for a holiday, is not eligible for administrative leave.**

**Compensatory time earned in conjunction with the Administrative Order on Early Release for Holidays is based upon each employee's normal working hours.**

#### **EXAMPLES:**

- **If an employee's normal work hours are 7:00 a.m. to 3:30 p.m., and the employee is dismissed at 2:00 p.m., then he/she will be granted 1.5 hours of administrative leave. If the employee works until 3:30 p.m., then he/she will earn 2.25 hours of compensatory time (1.5 hours worked after 2:00 p.m. at the time and one-half rate).**
- **If an employee's normal workday is 7:00 a.m. to 11:00 a.m. on a day when early release for a holiday is in effect, then he/she will not be granted administrative leave for early release.**

**Managers are required to ensure minimal office coverage when early release is in effect.**

**Judiciary Contractual and Temporary Employees will be compensated at time and one half times their hourly rate if they remain at work beyond 2:00 p.m. on either day. However, employees employed through temporary staffing agencies will not be compensated for the entire workday if they are sent home at 2:00 p.m. and will only be compensated at their regular hourly pay rate should they be required to remain at work beyond the 2:00 p.m. release time.**

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<sup>1</sup> Generally, this policy does not apply to District Court Commissioners.

<sup>2</sup> This designation can be found in the upper right-hand corner of the timesheet.

<sup>3</sup> When coding the timesheet, indicate the actual number of hours worked beyond 2:00 p.m. The Payroll Unit will convert the hours to time and one-half.