

JUDICIARY LEAVE BANK ENROLLMENT FORM

EMPLOYEE TO COMPLETE:

1. NAME: _____ SSN (FIRST five digits): _____ -- -- **XXXX**

2. WORK LOCATION: (PLEASE CHECK APPROPRIATE BOX AND ENTER LOCATION CODE & COUNTY)

- CIRCUIT COURT** LOCATION CODE & COUNTY _____
- DISTRICT COURT** LOCATION CODE & COUNTY _____
- AOC/COA/COSA/CRA** DEPARTMENT _____
- JIS** _____



3. TYPE OF LEAVE DONATED: **DONATION REQUIRED = 8.00 HOURS**

- SICK NUMBER OF HOURS: _____
- ANNUAL NUMBER OF HOURS: _____
- PERSONAL NUMBER OF HOURS: _____

4. SIGNATURE: _____ DATE: _____
(Employee)



SECTION MUST BE COMPLETED IN ORDER TO PROCESS

5. SUPERVISOR/ADMINISTRATIVE OFFICIAL TO COMPLETE: _____ Employee is:
APPROVED/ELIGIBLE
DISAPPROVED/NOT ELIGIBLE (reason) _____
(See instructions and eligibility terms)

6A. SIGNATURE: _____ DATE: _____
(Supervisor)

PRINT NAME: _____ PHONE: _____

6B. SIGNATURE: _____ DATE: _____
(Division Chief)

PRINT NAME: _____ PHONE: _____

6C. SIGNATURE: _____ DATE: _____
(Administrative Official)

PRINT NAME: _____ PHONE: _____



7. HUMAN RESOURCES DEPARTMENT TO COMPLETE:

TRANSACTION APPROVED:

TRANSACTION DENIED: (reason) _____

SIGNATURE: _____ DATE: _____
(Human Resources Representative)

(for Human Resources only) ENTERED INTO LAS: _____ (INITIALS/DATE)

JUDICIARY LEAVE BANK ENROLLMENT FORM INSTRUCTIONS

1. Please print your name and the ***FIRST*** five digits of your social security number.
2. Indicate your work location (**PLEASE ADD LOCATION CODE and COUNTY**).
3. Check the type of leave you want to donate, and number of hours you wish to donate (**must TOTAL eight hours**).
4. Sign your name and date.
5. Have your supervisor review and approve, as appropriate for eligibility.
6. Send completed form to Human Resources for approval.

JOINING THE JUDICIARY LEAVE BANK

The only requirement to join is an eight (8) hour total leave donation and successful completion of the initial probation period, if required. An employee who wishes to join the Bank must enroll by completing the Leave Bank Enrollment Form, when notified to do so by the Executive Director of Human Resources. Upon completion, the employee submits the form to his/her Administrative Official. After verifying that the employee is eligible to join the Bank, the Administrative Official will forward the completed, signed form to the Human Resources Department. The employee's leave balance will be adjusted accordingly and the employee will be a member of the leave bank for the following leave year.

TERMS OF ELIGIBILITY

All regular employees of the Judiciary, as defined and explained under Sections II and III of the *Judiciary Policy on Leave Donations and the Judiciary Leave Bank*, are eligible to participate in the leave donation and leave bank programs if the following criteria are met (taken from the aforementioned policy):

- (1) The receiving employee has exhausted all available annual, personal, sick, and FSR Admin because of his/her own serious and prolonged medical condition;
- (2) The donated leave or leave from the leave bank will be used for an illness or disability of the receiving employee which is the result of a serious and prolonged medical condition as defined in this policy and that existed at the time leave was donated to the employee or the request for leave from the leave bank was submitted by the employee;
- (3) There is sufficient medical documentation to establish that the receiving employee has a serious and prolonged medical condition, which shall include the following: medical provider's name, address, telephone number, and signature; medical facts to support the absence; date of commencement of absence and anticipated return-to-work date; ability of the employee to perform the essential functions of the job (if the employee has not provided sufficient documentation previously, then the Administrative Official shall request the documentation from the employee for the purpose of making this determination);
- (4) The amount of donated leave or leave from the leave bank to be received by the employee, when added to that already received, will not exceed 320 hours within the last 12 months or 1,040 hours for the employee's career (these amounts include any leave previously received from the State Employees' Leave Donation and Leave Bank Programs or other such programs);
- (5) The employee is in good standing, taking into consideration past leave usage, and disciplinary and performance records (an employee will not be eligible if he or she received any of the following: an overall rating of "needs improvement" or "unsatisfactory" or a rating of "needs improvement" or "unsatisfactory" in the categories of leave management, (non-FMLA related) or punctuality on the preceding year-end performance appraisal; or any disciplinary action within the last 12 months);
- (6) The receiving employee has not solicited another employee to donate leave and has not, through intimidation, threat, or coercion, influenced another employee to donate leave;

If the employee fails to satisfy any of these conditions, the employee will be denied the use of donated leave and leave from the leave bank.

Please consult the *Policy on Leave Donations and the Judiciary Leave Bank* if you have any questions, or contact the Employee Relations Unit at 410-260-1732.