

Important information concerning Administrative Leave for FY2012

The Administrative Leave and Bonus Plan provides all eligible employees, regardless of salary, with a total of five (5) days of paid administrative leave in each of the Fiscal Years 2012, 2013, and 2014. **Please see the FAQ's, #11 for full details and eligibility.** <http://mdcourts.gov/cjb/faqbonusadminleavefy2012.pdf>

The Judicial Branch will close for **Service Reduction Days** for the next three years, to reduce routine operations. This year, the Judiciary will be closed on Monday, December 24, 2012 and Monday, December 30, 2012. Please use code 50 when coding your timesheet for these two days.

Please remember:

- Note Assumed Performance' or 'AP' on those dates you must project working when turning in your timesheet.
- You cannot assume overtime or comp time earned on the AP noted days.
- If you have pre-scheduled leave, please indicate it on the timesheet. This would include administrative leave (58).
- AP and all other adjustment requests must be accompanied by a legible copy of the timesheet for the related pay period covered in the requested adjustment.
- Paid overtime must be pre-approved by your administrative official.

Central Payroll had advanced the following Payrolls:

Contractual Payroll Schedule (6x9 manual timecards) Timecards due to payroll by Noon

	PAY PERIOD	DUE DATE
		<i>Due dates may be subject to change</i>
Pay Period #24	05/09/12 – 05/22/12	Thursday, May 17, 2012

Your administrative official may require them earlier to comply with the Payroll deadlines.

Regular Payroll Schedule (Pre-printed timesheets) Timecards due to payroll by Noon

PAY PERIOD	DUE DATE
	<i>Due dates may be subject to change</i>

No advanced payrolls noted at this time

Your administrative official may require them earlier to comply with the Payroll deadlines.

Adherence to the deadlines is crucial in processing advanced payrolls in a timely manner.

PLEASE NOTE:

24 hours of Administrative Leave (code 58) as outlined in the 'Administrative Order Pertaining to an Administrative Leave and Bonus Plan for Judicial Branch Employees in Fiscal Years 2012, 2013, and 2014, will be granted on 7/1/12 for Fiscal Year 2013.