

From: Connect
Sent: Friday, January 08, 2016 2:56 PM
To: Connect
Subject: IMPORTANT: Leave Bank Enrollment Period (01/14/16 – 01/19/16)



Hello Judiciary Employees,

CONNECT went live Monday, 01/04/16. Leave Balances, however, will not be current in CONNECT until Thursday, 01/14/16. As such, the Leave Bank enrollment period will begin on Thursday, January 14. It will close on Tuesday, January 19. There are no exceptions to this enrollment period.

To access the Leave Bank Enrollment in CONNECT between 01/14/16 – 01/19/16, use the following navigation path from the menu in CONNECT:

Self Service > Leave Transfer Request > Leave Bank Enrollment

Your initial donation will need to be a minimum of 8 hours. This will establish your enrollment in the Leave Bank for leave year 2016.

Below are the links to the online training materials in the CONNECTed Training Library that pertain to the Leave Bank.

 **Leave Bank Enrollment**

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=7bc3ce8a-7a7b-41b6-ae1c-d43b84b5e16b

 **Request to Receive Leave Bank Donation**

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=5eac1827-84e5-485b-a0dc-31474154c1c1

 **View Leave Bank/Donation Balance**

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=382b8331-b94a-4322-a3d2-2c352913c13e

 **Donate Annual Leave to an Individual**

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=4d414899-0e77-4322-9996-9f02fd8471b2

 **Request Time Off with Leave Bank/Donation**

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=96073075-acb6-42ac-b073-3c2dbfc627bd

 **Request Time Off from a Timesheet with Leave Bank/Donation**

http://www.mdcourts.gov/connect/training/ESS/Publishing%20Content/PlayerPackage/dhtml_kp.html?Guid=c83f7f2d-adb1-4906-b829-f37d0b1f7b96

If you currently have a leave bank approval, your approval date will be extended to 1/13/16, pending the leave balance conversion from LAS to CONNECT.

Please contact the Payroll Department at marti.robinson@mdcourts.gov with any questions regarding the Leave Bank enrollment.

Thanks,
The CONNECT Team