

2012
CIRCUIT COURT OF JACKSON COUNTY
BENEFITS SUMMARY

HOLIDAYS - The Circuit Court provides 12 holidays per year which are:

- | | |
|-----------------------------|-----------------------|
| (01) New Year's Day | (07) Independence Day |
| (02) Martin Luther King Day | (08) Labor Day |
| (03) Lincoln's Birthday | (09) Columbus Day |
| (04) Washington's Birthday | (10) Veteran's Day |
| (05) Truman's Birthday | (11) Thanksgiving Day |
| (06) Memorial Day | (12) Christmas Day |

ANNUAL LEAVE:

Full-time employees accrue 5 hours of annual leave each half month **while on full pay status**. Annual leave is available for use following the successful completion of a six month initial probationary period and must have prior approval of your supervisor. After the completion of 10 years of service, the accrual increases to 6 hours per half month and after 15 years of service the accrual increases to 7 hours per half month. Part-time employees may accrue a prorated number of hours based on their allocated FTE.

SICK LEAVE:

Full-time employees accrue 5 hours of sick leave each half month **while on full pay status**. Part-time employees may accrue a prorated number of hours based on their allocated FTE. Sick leave may be used for bona-fide medical reasons only and requires a doctor's excuse at the request time. Use of sick leave requires the approval of your supervisor or other management in your chain of command.

OTHER TIME OFF:

There are policies that provide for leave for jury duty, military leave, and death in the immediate family. Time off for any situation requires prior approval of your supervisor and may require approval of higher level management.