

State of Maryland Judiciary  
**Administrative Order Pertaining to an Administrative Leave and Bonus Plan for Judicial  
Branch Employees in Fiscal Years 2012, 2013, and 2014**  
Frequently Asked Questions

State Judiciary employees have made significant financial sacrifices to address the State's unprecedented budget problems. As a result, Chief Judge Bell, by Administrative Order, has implemented an Administrative Leave and Bonus Plan for Fiscal Years 2012, 2013 and 2014 ("the Plan"). Below are a few frequently asked questions pertaining to the Plan. If you have a question that does not appear in these FAQs, then please feel free to post your question by email to [askHR@mdcourts.gov](mailto:askHR@mdcourts.gov).

**1. Is it necessary for me to read Chief Judge Bell's Administrative Order Pertaining to an Administrative Leave and Bonus Plan and these FAQs?**

Yes, the Administrative Order should be read first. If you have questions after reading the Administrative Order, these FAQs are intended to answer those questions.

**2. Is this Plan different from the previous salary reduction, furlough, and reduction in service plans?**

Yes. There are a number of major differences.

- A. There will be no furloughs or salary reductions for Fiscal Year 2012.
- B. Employee salaries will return to the unreduced rate that was in effect on July 1, 2009, with an adjustment made for the 2012 leap year. The unreduced salary charts are posted on the Human Resources website.
- C. 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. (see FAQ # 11 for details).

**3. When are the beginning and ending dates for the Judiciary Fiscal Year?**

The Fiscal Year begins on July 1st and ends on June 30<sup>th</sup> of the following year, e.g., Fiscal Year 2012 begins on July 1, 2011, and ends on June 30, 2012.

**THE BONUS**

**4. Who is eligible for the \$750 bonus?**

State-funded Judicial Branch employees, in regular, temporary or contractual positions, including employees in 24/7 operations, law clerks and masters, who are paid by the Central Payroll Bureau of the State Comptroller, as well as employees or appointees,

including masters, supported in part or in full through Judicial Branch subsidies, are eligible for the \$750 bonus.

Employees who are not paid by the Central Payroll Bureau of the State Comptroller, and whose salaries are supported through the award of Judicial Branch grants, are not subject to the Plan and not eligible for the \$750 bonus. (See the exceptions in FAQ # 5)

Judges, elected Clerks of the Circuit Courts, seasonal employees (whether in contractual or temporary positions) and employees who begin employment on or after July 1, 2011, are not eligible.

**5. Are District Court Problem-Solving Court employees who are supported by Judiciary grants and paid by the Central Payroll Bureau eligible to receive the bonus?**

Yes. District Court problem-solving court employees who are paid by the Central Payroll Bureau of the State Comptroller, including coordinators and case managers, were subject to furloughs and salary reductions in prior years and are eligible to receive the bonus.

**6. How will I be paid the bonus?**

The bonus will be paid in a lump sum and will be included in an employee's regular paycheck. For regular and temporary employees, it is anticipated that the bonus will be included in the July 20, 2011, paycheck. For contractual employees, it is anticipated that the bonus will be included in the July 27, 2011, paycheck.

**7. How will the bonus affect my taxes?**

The \$750 is the pre-taxed amount. Applicable taxes will be deducted from the paycheck in which you receive the bonus. Please consult with your tax advisor for tax-related questions.

**8. Is the bonus considered a raise in my salary?**

No. The bonus is a one-time payment for Fiscal Year 2012 only. The bonus will not be considered when future salary adjustments are calculated. It is not a raise in your annual salary. Consequently, the bonus will not have an impact on your retirement benefits.

**ADMINISTRATIVE LEAVE**

**9. Who is eligible for the paid administrative leave?**

All state-funded employees in the Judicial Branch who are paid by the Central Payroll Bureau of the State Comptroller in regular, contractual and temporary positions, including law clerks, masters, and all court employees or appointees supported in part or in full through Judicial Branch subsidies are eligible for the paid administrative leave.

Employees who are not paid by the Central Payroll Bureau of the State Comptroller, and whose salaries are supported through the award of Judicial Branch grants, are not subject to the Plan and not eligible for the paid administrative leave. (See the exceptions in FAQ # 10)

Seasonal employees (whether contractual or temporary), law clerks, judges, and elected Clerks of the Circuit Courts, however, are not eligible for the additional three (3) days of paid administrative leave beyond those afforded for the service reduction days.

**10. Are District Court Problem-Solving Court employees who are supported by Judiciary grants and paid by the Central Payroll Bureau eligible to receive the paid administrative leave?**

Yes. District Court problem-solving court employees who are paid by the Central Payroll Bureau of the State Comptroller, including coordinators and case managers, were subject to furloughs and salary reductions in prior years and are eligible to receive the paid administrative leave.

**11. How much paid administrative leave will I receive as part of this Plan?**

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. The leave is to be used as follows:

- A. Eligible employees, except those of 24/7 operations, will use paid administrative leave on the two (2) mandatory service reduction days in each of the three (3) fiscal years. (See FAQ # 20 for a schedule of service reduction days).

Those employees shall receive three (3) additional days of paid administrative leave to be used with supervisory approval. The leave must be requested and approved in advance of its use.

- B. Eligible employees of 24/7 operations will receive five (5) days of administrative leave in each of the three (3) fiscal years. The five (5) days of paid administrative leave will be used with supervisory approval. The leave must be requested and approved in advance of its use.

**12. What constitutes a “day” of paid administrative leave for those employees on alternative work schedules? (See FAQ # 21.)**

A “day” equals eight (8) hours.

**13. How should I code the paid administrative leave on my time sheet or time card?**

Employees, except for those in 24/7 operations, will use code 50 for the service reduction days. Employees should use code 58 when using the remaining three (3) days of paid administrative leave.

Employees of 24/7 operations will use code 58 for all five (5) days of paid administrative leave.

**14. How will I track the use of the paid administrative leave (code 58)?**

The Judiciary's leave accounting system automatically will track the use of this paid administrative leave (code 58) for regular and temporary employees. Manual tracking will not be required. The time sheets for regular and temporary employees will reflect in the leave balance section, a balance of paid administrative leave. For employees not employed in 24/7 operations, the beginning balance will be twenty-four (24) hours for Fiscal Year 2012. For employees of 24/7 operations, the beginning balance will be forty (40) hours.

The amount of paid administrative leave (code 58) subsequently used by an employee and recorded on the time sheet will be deducted from that balance. The adjusted balance will be indicated on a subsequent time sheet. An additional twenty-four (24) hours of administrative leave (40 hours for employees in 24/7 operations) will be added to the balance at the beginning of Fiscal Years 2013 and 2014.

**15. How will the use of paid administrative leave (code 58) be tracked for contractual employees?**

The paid administrative leave for contractual employees will continue to be tracked manually.

**16. Do I have to use the paid administrative leave accrued as part of this Plan prior to the end of the fiscal year for which it is granted?**

No. An employee may carry-over from one fiscal year to the next any unused paid administrative leave accrued as a result of the Plan. This paid administrative leave must be used prior to the employee's separation from employment with the Judiciary. Employees will not be compensated for any unused paid administrative leave upon the employee's separation from employment.

**17. When may an employee begin using the paid administrative leave accrued as part of this plan?**

An employee may begin using the paid administrative leave on July 1, 2011.

**18. Am I required to take my accrued paid administrative leave in eight (8) hour increments?**

No. The paid administrative leave may be taken in as little as 0.1 hour increments. Also, there is no limit to the number of paid administrative leave hours/days you may take at any one time with the approval of your supervisor.

**19. Will the amount of paid administrative leave (code 58) granted to an employee be prorated based on the date an employee begins employment with the Judiciary?**

No. An employee will receive the three (3) days of paid administrative leave (five (5) days for 24/7 employees) in each of the Fiscal Years 2012, 2013 and 2014 no matter when the employee begins employment in that fiscal year.

**SERVICE REDUCTION DAYS**

**20. What is a “service reduction day?”**

The Judicial Branch shall close on service reduction days for the next three (3) years, significantly reducing routine operations. Those days will be:

- Friday, December 23, 2011
- Friday, December 30, 2011
- Monday, December 24, 2012
- Monday, December 31, 2012
- Tuesday, December 24, 2013
- Tuesday, December 31, 2013

These service reduction days do not affect 24/7 operations. Employees of 24/7 operations who are scheduled to work on a service reduction day shall report to their respective assignments.

The Executive Branch has instituted its own schedule of five (5) service reduction days, based on its determination of when it can afford to reduce operations without unduly affecting services to the public. As an institution responsible for the administration of justice, the Judiciary does not have such flexibility. As such, the Judiciary has adopted two (2) of those days, based on its own assessment. Judiciary employees must follow the Judiciary’s schedule rather than the Executive Branch schedule.

**21. How is an employee who works an alternative work schedule (AWS) affected by a service reduction day?**

A day of administrative leave is eight (8) hours. An employee who would be scheduled to work on a service reduction day, if the office otherwise were open and is eligible for paid administrative leave will be expected to make up the difference between eight (8) hours and the number of hours the employee normally works on that day, by using annual, personal, compensatory or administrative leave.

Supervisors are encouraged to allow employees to temporarily change their AWS

for the affected pay periods to give employees the full benefit of the eight (8) hours of administrative leave, by permitting a temporary schedule change to a five (5) day/ eight (8) hour day/ forty (40) hour workweek. This will allow an employee to receive paid administrative leave for the two (2) service reduction days in Fiscal Years 2012, 2013, and 2014.

**22. What if an employee other than an 24/7 employee is required to work on a service reduction day?**

If an employee is called to work on a service reduction day, the employee will be paid for the time worked, and will be granted an amount of paid administrative leave equal to the amount of time worked, to be used at a later date. This does not apply to 24/7 employees.

**23. If I begin employment with the Judiciary after the service reduction days have passed, will I receive paid administrative leave for those days to be used at a later date?**

No. An employee must be employed with the Judiciary when a service reduction day occurs in order to receive paid administrative leave for that day. An employee who is not employed when a service reduction day occurs will not receive paid administrative leave for that day to be used at a later time.

NOTE: Questions may be submitted to [askhr@mdcourts.gov](mailto:askhr@mdcourts.gov)