

**TWELFTH COURT OF APPEALS
EMERGENCY LEAVE**

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POLICY AND PROCEDURE

Death in Family

An employee is entitled to leave with pay for a death in the employee's family. An employee's family is defined as the employee's spouse, as well as the employee's and spouse's parents, children, brothers, sisters, grandparents, and grandchildren.

Other Reasons

The Chief Justice of the Court may grant emergency leave to an employee for reasons other than bereavement if the employee shows good cause and intends to return to work when the emergency leave ends. The granting of such leave is at the sole discretion of the Chief Justice and is granted only if it is determined to be in the best interest of the Court.

Emergency Leave and Workers Compensation

The Chief Justice may authorize emergency leave pay for not more than 6 months to an employee receiving worker's compensation benefits. Payment will not exceed the difference between the employee's base monthly wage and the monthly amount of minimum benefits. If payment is authorized, the Chief Justice must attach a statement of the reason for the authorization to its payroll voucher for the first payroll period affected by the leave.

Requests

All requests for Emergency Leave should be submitted to the Clerk who will coordinate the request and granting of emergency leave with the Chief Justice.

Approval

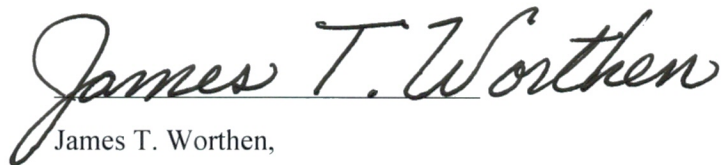
Approval for emergency leave can only be granted or denied by the Chief Justice.

Reporting

By October 1 of each year, the Clerk is required to report to the Comptroller's Office:

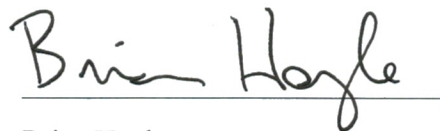
- The name and position of each employee who was granted more than 32 hours of emergency leave during the previous fiscal year.
- The reason for which the employee was granted emergency leave and
- The total number of emergency leave hours granted to the employee in that fiscal year

BY ORDER OF THE COURT:



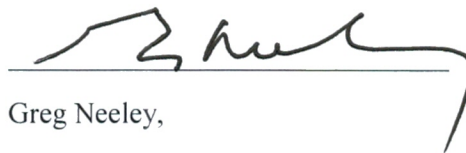
James T. Worthen,

Chief Justice



Brian Hoyle,

Justice



Greg Neeley,

Justice