

TO: All Trial Court Staff

FROM: Human Resources

RE: Vacation Maximum Balance

DATE: February ____, 2021

In recognition of the challenges presented by the onset of the COVID-19 pandemic, the Trial Court has extended the vacation leave maximum caps first in March 2020 and most recently allowing the extension to remain in place through April 24, 2021. Acknowledging related difficulties staff continue to have taking time off, and in an effort to assist employees and managers with vacation leave management, the Trial Court has decided to extend the cap reinstatement to the end of the calendar year through the pay period ending January 1, 2022.

Additionally, the Trial Court will allow the cash out of up to 5 days for vacation balances that are in excess of the cap as of the pay period ending January 30, 2021. We anticipate these days will be paid out in the March 19, 2021 paycheck. Employees who do not want to have up to 5 days of excess vacation time paid out must contact the Human Resources Department by March 1, 2021 at hr.department@jud.state.ma.us.

Employees with balances nearing or over the caps must continue to work with their managers to schedule vacation leave. In turn, managers will work with employees to accommodate requests within the constraints of court operations. Employees with vacation leave balances above the cap as of January 1, 2022 will forfeit any time in excess of the cap.

The maximum balances for Trial Court leave plans are below. Department Heads will be provided with a list of their employees, including the current leave plan and the maximum leave balance for that plan. Employees may confirm with their Department Head or their court's HRCMS contact if they are unsure which plan they are in. Employees may also contact hrcms.support@jud.state.ma.us for questions regarding leave plans or balances.

All employees should monitor their balances in Self Service Time and Attendance.

We would like to also take this opportunity to again share with employees the updated [Time Reporting Guidelines linked here](#), to assist in reporting time.

VACATION LEAVE ACCRUAL RATES					
NON MANAGEMENT					
	Yearly Accumulation in DAYS (Full Time Employees)	Yearly Accumulation in HOURS (Full Time Employees)	Bi-Weekly Accrual Rate in HOURS (Full Time Employees)	Max Accrual in HOURS (Full Time Employees) "N" plan	Max Accrual for employees that participated in 2002 Furlough Program ("0" plans)
less than 4 1/2 yrs	10	75	2.885	150	
4 1/2 - 9 1/2 yrs	15	112.5	4.327	225	315
9 1/2 - 19 1/2 yrs	20	150	5.769	300	390
over 19 1/2 yrs	25	187.5	7.211	375	465

over 17 1/2 yrs*	25	187.5	7.211	375	465
MANAGEMENT					
	Yearly Accumulation in DAYS (Full Time Employees)	Yearly Accumulation in HOURS (Full Time Employees)	Bi-Weekly Accrual Rate in HOURS (Full Time Employees)	Max Accrual in HOURS (Full Time Employees)	Max Accrual for employees that participated in 2002 Furlough Program ("0" plans)
less than 4 1/2 yrs	20	150	5.769	300	390
4 1/2 - 9 1/2 yrs	25	187.5	7.211	375	465
over 9 1/2	30	225	8.654	450	540