

The purpose of this local administrative order is to establish leave standards for all judges in the Washtenaw County Trial Court.

General Leave Policies

1. Judges are encouraged to take no less than 21 working days of vacation per year and shall take no more than 30.
2. Judges, in addition, will take those Holidays taken by county employees.
3. Judges may take leaves for professional development and education. Leaves may be taken for sickness and disability of the judge or family member.

Vacation and Professional Development Leave

1. It shall be the duty of the presiding judge to coordinate judicial vacations of those judges in the presiding judge's division so as not to interrupt the orderly conduct of judicial business in the division.
2. Judges shall complete a form prepared by the Work Standards Subcommittee and approved by the Judicial Council for submission to the presiding judge when a vacation is contemplated or when leave is contemplated for professional development or education.
3. A Statement of Vacation and a Statement of Attendance at Professional and Educational Meetings shall be filed with the presiding judge as soon as possible after the judge makes the plans. The judge who files the statement shall take into consideration the planning required by the division to cover for the judge's absence. Generally, Statements of Vacation should be filed 90 days before the vacation takes place.
 - a. If a Judge's Statement of Attendance at Professional and Educational Meetings causes the presiding judge to conclude that the time the judge is seeking to devote to professional development and education is not reasonable because of the pending caseload of the judge, the number of cases ready and awaiting trial, the length of time the cases have been pending, the effect of the judge's absence on the workload of other judges in the division, or the effect of the judge's absence on the ability of the public to receive reasonable delivery of judicial services; or
 - b. If the judge's Statement of Vacation contemplates vacation in addition to, or less than, that which is set forth in this policy, or if the judge's filed statements appear not to comport with the vacation days taken by the judge,

the presiding judge will attempt to effect a resolution consistent with this policy with the judge filing the statement. If a resolution is not achieved, the presiding Judge will inform the Chief Judge of the Trial Court. The Chief Judge may meet with the judge filing the statement to effect a resolution or may request the Standards Committee of the Judicial Council to meet with the judge and make a recommendation to the Chief Judge for the Chief Judge's guidance in determining the issues.

4. The presiding judge shall forward all filed statements to the Chief Judge of the Project on October 1 each year, or at intervals requested by the Chief Judge.
5. The procedure set forth in this policy shall be considered to comply with and fully implement the provisions of MCR 8.110 (D)(3) and (4.)
6. It is recognized that judicial activity in a technological era is not necessarily restricted to traditional sites. Further, judges may have matters to attend to at other locations. Occasionally it may be necessary or important for a judge who is not on a leave for which a statement has been filed, to leave the building where judicial business is conducted during normal business hours. In such an event, the judge shall arrange with another judge to cover all emergency matters which the public could reasonably have expected the judge to conduct had the judge been present. The judge, in such instances, shall have someone present in the judge's office or in the administrator's office who knows the whereabouts of the judge and how to make contact with the judge in the event it is necessary to do so.

Sickness and Disability

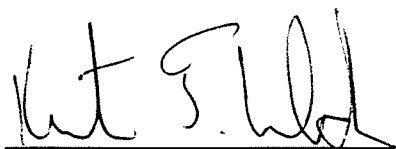
1. Sick and disability leave includes leave for illness, injury, dentist and doctor appointments, surgery, and medical disability caused or contributed by pregnancy. The entitlement to sick leave does not reduce a judge's vacation days.
2. Judges are entitled to sick leave as needed. When a judge is away from judicial duties because of extended illness, a review shall be made at periodic intervals by the Standards Committee of the Judicial Council to establish a date of return to service. The Standards Committee, upon authorization of the Judicial Council, shall initiate any action that may be required if illness prevents the judge from carrying out judicial responsibilities in accord with the Code of Judicial Responsibility.
3. The judge may take leave when necessary for the health and well being of a family member. A family member includes the judge's spouse, child(ren) (including step or foster children), parents (including step or foster parents), parents-in-law, brothers, sisters, and any other person(s) for whose financial or physical care the employee is principally responsible. This includes maternity leave for the health of the mother and maternity and paternity leave for bonding with a new born or adopted child for a period of time permitted by The Family and Medical Leave Act.

Guidelines for Professional Development and Continuing Education of Washtenaw County Judges

1. The judge is required to receive initial orientation and training from the Michigan Judicial Institute upon assuming judicial office.
2. Within two years after becoming a judge, a more extensive and intensive training should be undertaken. The extended training may be satisfied by attendance at a state judicial training program or a nationally recognized judicial education program such as the National Judicial College, the National Council of Juvenile and Family Court Judges, the Institute of Judicial Administration of the American Academy of Judicial Education. These programs vary from two to four weeks and educational leave should be allocated accordingly.
3. Changing legal and social conditions require a structured program of continuing judicial education. This need can be addressed by in-house training sessions, participating in seminars held in Michigan, educational components of professional meetings and conventions, and by making available to all judges the opportunity to take graduate and refresher courses conducted by a national judicial educational organization. These latter courses usually vary in length from one to two weeks. A judge should be encouraged to attend a graduate course at least every three years.
4. Out-of-state training is to be encouraged to bring a judge in contact with a wide variety of different methods, ideas and types of approaches practiced in other jurisdictions. A judge should be encouraged to attend an out-of-state educational program at least once every three years.
5. Judges should be encouraged to accept faculty appointments to facilitate the training of their colleagues. Judges may fulfill professional development and continuing legal education responsibilities by accepting and carrying out such appointments.

1-29-97

Date



Kurtis T. Wilder
Chief Judge