

State of Connecticut



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MEMO TO: All Judicial Branch Employees
FROM: Judicial Branch Administrative Services Division
SUBJECT: Availability, Vacation Time and Use of Accruals

This memo is intended to address employees' availability to their supervisors, vacation time and the use of accruals during COVID-19 reduced Judicial Branch operations and staffing levels.

As we continue to do the work of the Judicial Branch during the COVID-19 pandemic, it is important that all employees be available to their supervisors during the work week. That availability may be, depending on the needs of the division, by phone, email or physically coming to the office on days an employee is not scheduled to work, or is scheduled to work remotely.

If you are not going to be available to your supervisor for a period of time, even on a day you are not scheduled to work, your accruals should be charged as dictated by the reasons for your unavailability. Likewise, if you are scheduled to work a certain day, and need to take part of that day off, that time should also be charged to the appropriate accruals.

With regard to vacation, if you are planning on taking a week vacation, you should request the vacation time from your supervisor, and your vacation accruals should be charged for forty (40) hours, even if you are only scheduled to work two or three days that week. Supervisors should note when an employee has taken vacation time, and not assign any work to, or expect any work from, employees on vacation.