

EIGHTH JUDICIAL DISTRICT

ADMINISTRATIVE POLICY 17

EIGHTH JUDICIAL DISTRICT JUDICIAL LEAVE POLICY

At a meeting of the Eighth Judicial District bench on March 6, 2003, the following judicial leave policy was adopted, pursuant to Supreme Court directive, to replace the prior policy under Administrative Policy Number 17 dated Feb. 11, 1994:

Notification

A judge planning to take vacation, professional duty, outreach or medical leave of one day or more shall notify the District Office and court administrators affected as soon as possible by e-mail. Prior to taking leave time of three (3) or more consecutive days, the judge shall give at least fourteen (14) days notice.

Recording

The attached form will be sent to each judge in July of each year. Judges shall record all leave days taken and promptly return the form to the District Office which shall constitute the sole official record of judicial leave.

Chief Judge Responsibility

The chief judge (or assistant chief judge if the chief is unavailable) shall have authority to deny the request to use leave (other than medical leave) if a judge's absence would significantly impair the administration of justice in the district.

Compliance with State Policy

In all other respects, the Eighth Judicial District Judicial Leave Policy shall be in compliance with the State of Minnesota Judicial Leave Policy established by the Minnesota Supreme Court .

Dated:

Steven E. Drange
Chief Judge
Eighth Judicial District