STATE OF MINNESOTA IN DISTRICT COURT

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: 3/24/03

Steven E. Drange
Chief Judge
Eighth Judicial District

NAME OF JUDGE:

EIGHTH JUDICIAL DISTRICT
TRIAL COURT JUDGES
LEAVE REPORT
July 1, __ - June 30, __

MONTHS	VACATION LEAVE	SICK LEAVE	PROFESSIONAL LEAVE	COMMUNITY OUTREACH
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
TOTAL	0	0	0	0

RECAP

	DAYS
VACATION	
Ending Balance June 30, __	
Earned Vacation July 1, __	30
Total Vacation July 1, 2018	
VACATION TAKEN JULY 1, __ - JUNE 30, __	
Vacation Balance	
SICK LEAVE	0
PROFESSIONAL LEAVE	
DAYS ALLOCATED	5
DAYS USED	0
COMMUNITY OUTREACH	
DAYS ALLOCATED	2
DAYS USED	0

PLEASE RETURN to the District Office by July 15, ___