

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER No. 10-03**

Procedures for the Submission of Leave Requests by Judicial Staff

WHEREAS, it is important that the court maintains accurate records relating to annual and sick leave;

WHEREAS, Administrative Order No. 95-35, set forth procedures for the submission of leave requests by Judicial Staff;

WHEREAS, procedures for the timely submission of leave requests from Judicial Administrative Assistants and Judicial Law Clerks for Associate Judges and Senior Judges are necessary to maintain accurate records of leave requests;

NOW, THEREFORE, it is by the Court,

ORDERED, that effective March 14, 2010 (Pay Period Number 7), Judicial Administrative Assistants and Judicial Law Clerks shall use an Electronic Time and Attendance Sheet (ETS) to record the hours worked on a daily basis each pay period; it is further

ORDERED, that the ETS contain information relating to the leave used by a Judicial Administrative Assistant or Judicial Law Clerk and that the leave is approved by the Associate Judge or Senior Judge who directly supervises the Judicial Administrative Assistant or Law Clerk; it is further

ORDERED, that the Associate Judge or Senior Judge acknowledge approval of the hours worked and the leave used by Judicial Staff by having affixed onto the ETS the Judge's electronic signature; it is further

ORDERED, that when leave is used by a Judicial Administrative Assistant or Judicial Law Clerk, the ETS shall be submitted to the Chief Judge's Office by emailing the ETS to JudicialLeaveRequest@dcsc.gov by the close of business on the Thursday before the end of each bi-weekly pay period; and it is further

ORDERED, that for financial audit purposes, all ETS must be electronically saved and filed or manually stored in Chambers for three years.

SO ORDERED.

BY THE COURT

DATE: MARCH 1, 2010

/s/
LEE F. SATTERFIELD
CHIEF JUDGE

Copies to:

Judges

Judges Judicial Administrative Assistants

Senior Judges

Senior Judges Judicial Administrative Assistants

Clerk of the Court