

# Supreme Court of Kentucky

## ORDER

2014-20

**IN RE: AMENDMENT TO SECTIONS 5.06 AND 5.07 OF THE ADMINISTRATIVE PROCEDURES OF THE COURT OF JUSTICE, AP PART III, PERSONNEL POLICIES**

Sections 5.06 and 5.07 of the Administrative Procedures of the Court of Justice, AP Part III, Personnel Policies, is hereby amended as follows:

### **SECTION 5.06 Closures for Inclement Weather**

- (2) Courthouse Closures
  - (a) The Chief Circuit Judge, after conferring with the Chief District Judge and the Circuit Court Clerk(s), will decide whether the courthouses will be closed in the circuit.
  - (b) If the Chief Circuit Judge closes the courthouse due to inclement weather:
    - (i) Full-time employees will accrue inclement weather leave for a maximum of 7.5 hours, less any hours actually worked, for each day the courthouse is closed.
    - (ii) Any employee who is on leave that was arranged prior to the inclement weather must use the leave as originally requested.
    - (iii) The Chief Circuit Judge must notify the AOC HR Department, in writing, of the date, time, location and reason for the closure. Failure to properly notify the HR Department will result in the loss of inclement weather leave for employees.

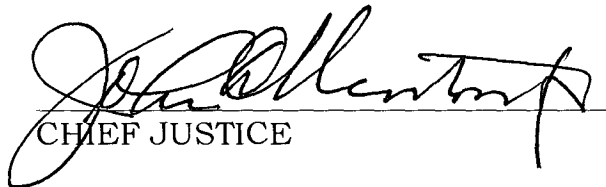
### **SECTION 5.07 Other Closures**

- (2) Courthouse Closures
  - (a) The courts of the Commonwealth are considered open for business every day except as noted in the holiday schedule in

Section 6.02. However, extraordinary circumstances may render use of court facilities impractical, thus necessitating that an office be closed.

- (b) The Chief Circuit Judge, after conferring with the Chief District Judge and the Circuit Court Clerk(s), will decide whether courthouses will be closed in the circuit.
- (c) If the Chief Circuit Judge closes the courthouse due to an extraordinary circumstance:
  - (i) Full-time employees will accrue special leave for a maximum of 7.5 hours, less any hours actually worked, for each day the courthouse is closed.
  - (ii) Any employee who is on leave that was arranged prior to the closure must use the leave as originally requested.
  - (iii) The Chief Circuit Judge must notify the AOC HR Department, in writing, of the date, time, location and reason for the closure. Failure to properly notify the HR Department will result in the loss of special leave for employees.

Entered this 13<sup>th</sup> day of October 2014.

  
CHIEF JUSTICE