

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

FILED
BY: *dy*
2018 OCT 31 AM 8:49
JESSICA JINWELL
SUPERIOR COURT CLERK

IN THE MATTER OF:)
)
REVISIONS TO SUPERIOR)
COURT POLICIES AND PROCEDURES)
_____)

**ADMINISTRATIVE ORDER
2018-28**

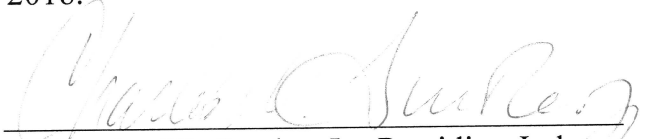
WHEREAS, the Mohave County Board of Supervisors on October 1, 2018, approved the removal of the following language from Mohave County Personnel Policies and Procedures, 3.1.C.3, Use of PTO Leave, "PTO leave accrued during a paid leave of absence may not be used until the employee has returned to work from the absence and has worked at least one (1) full day.";

WHEREAS, the Superior Court is committed to maintaining consistency and fairness in classification, compensation, and leave policies affecting court personnel;

IT IS ORDERED, that Superior Court Policy and Procedure, 1.06 Family and Medical Leave Policy and 8.1 Paid Time Off (PTO) Leave, remove the wording "PTO leave accrued during a paid leave of absence may not be used until the employee has returned to work from the absence and has worked at least one (1) full day," be adopted effective this date.

IT IS FURTHER ORDERED, that Superior Court Policy and Procedure 8.1 Paid Time Off (PTO) Leave, K, be amended for clarification and the following wording added "Within the last three (3) months of employment, any amount of PTO used in excess of a half a year's accrual as defined in section 8.1, will be deducted from the 300 hours at separation. This does not include employees on approved medical leave," be adopted effective this date.

DATED 30 day of October, 2018.



Charles W. Gurtler, Jr., Presiding Judge
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County