

# FY19 LAW CLERK BENEFITS AT A GLANCE

## PERSONAL LEAVE

- Available for use after 30 days of employment
- Accrues at least 6:34 hours per semi-monthly pay period.
- Leave must be approved in advance by the supervising judicial officer.
- Employees must take at least 10 days of personal leave during the leave year (Jan 1 to Dec 31) if employed for the full calendar year. If an employee does not use the minimum 10 days, the unused leave will be deducted from their balance.
- Upon separation from state service, unused personal leave is paid out based upon the value at the time the leave was accrued.

## HOLIDAYS

- New Year's Day - January 1
- Martin Luther King's Birthday – The 3rd Monday in January
- President's Day – The 3rd Monday in February
- Seward's Day – The 4th Monday in March
- Memorial Day – The last Monday in May
- Independence Day – July 4
- Labor Day – The 1st Monday in September
- Alaska Day – October 18
- Veterans Day – November 11
- Thanksgiving Day – The 4th Thursday in November
- Christmas Day – December 25
- Floating Holiday (formally known as Lincoln's Birthday). At the end of the pay period following February 12, each eligible employee's leave account will be credited with additional personal leave.
- An employee must be in pay status the day before and the day after a holiday to receive holiday pay.

Holidays falling on Saturday are observed the preceding Friday. Holidays falling on Sunday are observed the following Monday.

## HEALTH INSURANCE BENEFITS

- AlaskaCare Plan Medical-Dental-Audio Coverage
- Employees have the opportunity to select the benefit options and levels of coverage that reflect their personal needs. Each benefit option has a monthly employee contribution or premium based on the cost of providing that coverage. Employees are required to participate in both the medical plan and the dental plan; however, an employee may waive coverage in the plan if they have coverage under another medical plan. Rates are subject to change.

## OTHER BENEFITS

- Supplemental Benefits System Annuity (in lieu of Social Security)
- Basic Life Insurance
- Employee Assistance

## OPTIONAL BENEFITS (Available for purchase through payroll deduction)

- Vision Coverage
- Additional Employee Life Insurance
- Accidental Death and Dismemberment (AD&D)
- Supplemental Critical Illness
- Short-Term and Long-Term Disability
- Health Care Reimbursement

**COBRA** – health insurance continuation is available after separation from state service.

REV. 06/12/18