



Tucson City Court Administrative Directive

SUBJECT BLOCKING TIME ON THE MASTER CALENDAR	NUMBER 210-15	PAGE 1 of 2
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I. **PURPOSE**

To ensure that magistrates' leave is accurately tracked and accounted for and to ensure efficient management of the court calendar.

II. **POLICY**

It is imperative to the smooth operation of Tucson City Court that magistrate's leave is coordinated and managed carefully. The Presiding Magistrate will approve all requests from magistrates to block time on the master calendar (rotational calendar), and, or leave either scheduled or unscheduled absence (leave: sick, vacation, administrative or educational).

III. **PROCEDURE**

A. **Blocking Time on the Master Calendar (rotational calendar).**

1. Magistrates requesting to block time on the master calendar (rotational calendar) will submit written requests to the Presiding Magistrate.
2. The Presiding Magistrate will log-in the approved requests on the Groupwise "Judges Vacation Schedule" calendar.
3. The Presiding Magistrate will notify magistrate making request and will copy the Judicial Services Calendaring Unit, which includes Judicial Services Management Team.
4. The Judicial Services Management Team will block the time on the master calendar (rotational calendar).
5. Judicial Services Calendaring Unit will make note of requested date/s for future assignment of master calendar (rotational calendar).



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B. Leave Requests

1. Magistrates will submit leave requests to the Presiding Magistrate.
2. The Presiding Magistrate will notify magistrates of approval or denial of leave requests and enter approved requests on the Groupwise "Judges Vacation Schedule" calendar.
3. Court Administration Payroll division will assume responsibility of reporting magistrates' leave for payroll purposes.
4. Court Administration Payroll Division will maintain leave cards and submit them with the leave usage record during the appropriate payroll period.
5. Court Administration Payroll Division will verify and reconcile any leave discrepancies against Groupwise "Judges Vacation Schedule" calendar and relay discrepancies to the Presiding Magistrate.

REVIEW RESPONSIBILITY: The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.

PRESIDING MAGISTRATE

4/12/12

DATE