

## Staff Attorney Appointment Certification

Name of Employee: \_\_\_\_\_

Name of Appointing Officer: \_\_\_\_\_

Court: \_\_\_\_\_

### Type of Appointment

Please check the box below to designate the type of appointment for your staff attorney. Below are the definitions for each type of appointment.

- Temporary:** This type of appointment has a specific termination date. All temporary appointments are subject to social security deductions.

**One Year or Less:** If the duration of the staff attorney’s appointment is one year or less, the staff attorney will not be eligible for health, dental, vision and life insurance coverage, retirement, participation in the judiciary flexible spending accounts, or the Thrift Savings Account.

**More Than One Year:** If the duration of the staff attorney’s appointment is more than one year, the staff attorney will be eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs,<sup>1</sup> but will not be eligible to participate in the retirement system or the Thrift Savings Plan.

- Term:** This type of appointment is used when the duration of the appointment is expected to be fewer than four years, but does not have a specific termination date. Staff attorneys appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs.<sup>1</sup> Term staff attorneys are not eligible to participate in the retirement system or the Thrift Savings Plan.

- Career:** This type of appointment is used when the duration of the appointment is expected to be more than four years. Career staff attorneys are eligible for health, dental, vision and life insurance coverage, retirement coverage, participation in judiciary supplemental benefit programs and the Thrift Savings Plan.

### Leave Act Coverage

All staff attorneys are mandatorily covered by the Leave Act.

Term and career staff attorneys, and temporary staff attorneys when the duration of the appointment is **more than 90 days**, earn sick and annual leave starting the first leave period in which a complete bi-weekly tour of duty is served. If this is a temporary appointment of **less than 90 days**, the staff attorney will only earn sick leave. Should the appointment be extended beyond 90 days, the incumbent will earn annual leave retroactively to the start of the appointment for each full pay period served.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature of Employee & Date

\_\_\_\_\_  
Name of Appointing Judge

\_\_\_\_\_  
Signature of Appointing Judge & Date

<sup>1</sup>If the expiration date of the appointment does not extend to the end of the calendar year and the staff attorney has fewer than four years of service with the Federal Judiciary, he/she is not eligible to enroll in the Health Care Reimbursement Account the last year of the appointment.