

## 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, and is used, for example, as a temporary replacement for another staff attorney who is out on maternity, medical, or military leave. Extensions of temporary appointments are allowed up to a maximum duration of four years in both of the categories below. (JCUS-MAR 11, p. 24-25). 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.

**At Least One Year and One Day:** If the duration of the staff attorney's appointment is at least one year and one day, the staff attorney will be eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs, 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 no more than four years. (JCUS-MAR 11, p. 24-25). This term appointment will end no later than \_\_\_\_\_ (please specify an expiration date for this appointment, no later than four years from the date of the appointment). 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. 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.

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### Leave Coverage

All staff attorneys are mandatorily covered by the annual and sick leave provisions described in 5 U.S.C. chapter 63, subchapter I (“Annual and Sick Leave,” formerly referred to as the “Leave Act”).

Term and career staff attorneys, and temporary staff attorneys when the duration of the appointment is **90 days or more**, earn sick and annual leave starting the first pay period in which a complete biweekly 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 to 90 days or more under successive appointments without a break in service (e.g., employee is appointed for 60 days and is then extended or receives a different appointment for another 60 days), the incumbent will earn annual leave retroactively to the start of the appointment for each pay period in which a complete biweekly tour of duty is served.

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*Name of Employee*

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*Signature of Employee & Date*

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*Name of Appointing Officer*

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*Signature of Appointing Officer & Date*

*Please ensure that both pages of this form are submitted to the Staffing Services Branch of the Court Personnel Management Division, Office of Human Resources, Administrative Office of the U.S. Courts. Contact your [human resources team member](#) for guidance.*