

**TYPE OF APPOINTMENT AND LEAVE ACT CERTIFICATION CHECKLIST**

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

**Type of Appointment:**

- Temporary:** This type of appointment is approved by the circuit’s judicial council (excluding temporary appointments for reasons of maternity leave medical leave or an offset of savings from a vacant position) and has a specific termination date. If the duration of the appointment is one year or less, the law clerk will not be eligible for health or life insurance, retirement or participation in the Thrift Savings Plan. Law clerks appointed to temporary appointments for at least one year and one day are eligible for health and life insurance but are not eligible to participate in the retirement system or Thrift Savings Plan. All temporary law clerks are subject to social security deductions.
- 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. Law clerks appointed to term appointments are subject to social security deductions and eligible for health and life insurance. Term law clerks are not eligible to participate in the retirement system or 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 law clerks are entitled to health and life insurance, and retirement. Career law clerks are also eligible to enroll in the Thrift Savings Plan during the appropriate open season.

**Leave Act Coverage:**

Please check the box below to designate coverage or non coverage under the leave act.

- Not covered by the Leave Act
- Covered by the Leave Act

**THIS FORM MUST BE SIGNED AND DATED BY BOTH THE APPOINTING OFFICER AND THE EMPLOYEE.**

\_\_\_\_\_  
**Print Name of Employee**

\_\_\_\_\_  
**Print Name of Appointing Officer**

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

\_\_\_\_\_  
**Signature of Appointing Officer & Date**

9/98 **Remarks:**