

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF PENNSYLVANIA**

**Term Law Clerk Benefits**  
**(Effective: 01-01-2023)**

**Federal Judiciary's Benefits:**

- Participation in the Federal Employees Health Benefits (FEHB) Program of your choice
- Participation in the Federal Employees Group Life Insurance (FEGLI) Program

**Supplemental Benefits: (Optional Benefits)**

- Federal Employees Dental and Vision Insurance Program/FEDVIP (BENEFEDS)
- Federal Judiciary Flexible Benefits Program (Judiciary Benefits Center)
  1. Premium Payment Plan
  2. Health Care Reimbursement Account (HCRA)
  3. Dependent Care Reimbursement Account (DCRA)
  4. Limited Purpose Health Care Reimbursement Account (LPHCRA)
- Parking Subsidy Program
- Transportation Subsidy Program (Judiciary Benefits Center)
- Federal Judiciary Commuter Parking Benefit Program (Judiciary Benefits Center)
- Federal Judiciary Long-Term Care Insurance Program (Long Term Care Partners - a subsidiary of John Hancock) **(LTC Program suspended until December 2024.)**
- Employee Assistance Program (EAP)

**Leave Programs:**

Law clerks are assumed to be exempt from coverage under the Leave Act at the time of their appointment unless the appointing officer elects to include them under the Leave Act. A law clerk excluded from the Leave Act does not earn annual or sick leave. Use of leave is at the discretion of the appointing officer. Note: If a law clerk is included under the leave system by the appointing officer, leave is earned on a leave year basis, as follows:

**Annual Leave:** Full-time employees work 80 hours per biweekly pay period and earn 13 days of annual leave for the first 3 years of service, accrued at 4.0 hours/pay period; 20 days of annual leave after 3 years of service, accrued at 6.0 hours/pay period; and 26 days after 15 years of service, accrued at 8.0 hours/pay period. Annual leave is accrued, provided an employee is in pay status, on a biweekly pay period basis. Annual leave may be carried over from one leave year to the next and accumulated up to a maximum of 240 hours. Part-time employees accrue annual leave based on number of hours in a pay status.

**Sick Leave (Family Friendly, FMLA and Paid Parental Leave):** Full-time employees work 80 hours per biweekly pay period and earn 13 days of sick leave per leave year, accrued at 4.0 hours/pay period, provided an employee is in pay status. Sick leave is accrued without limit and is not affected by length of service. Part-time employees accrue sick leave based on number of hours in a pay status. FMLA and Paid Parental Leave are only available to those Term Law Clerks who are covered by the Leave Act. If covered by the Leave Act, Paid Parental Leave is available to substitute for unpaid leave under FMLA for up to 12 weeks in any 12-month FMLA period for birth of a child, adoption, or foster care placement, provided FMLA eligibility requirements are met by the employee.

**Holidays:** Eleven (11) paid Federal Holidays are observed each calendar year (New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day).

**Military Leave:** Full-time employees accrue 15 calendar days of military leave at the beginning of each fiscal year. Part-time employees accrue leave on a pro-rated basis.