

2025 LAW CLERK BENEFITS AT A GLANCE

PERSONAL LEAVE

- **Available for use after 30 days of employment**
- Accrues at least 6:04 hours per bi-weekly pay period, while in full pay status.
- Leave must be approved in advance by the supervising judicial officer.
- Employees must take at least 10 days of personal leave during the leave year (Jan 1 to Dec 31) if employed for the full calendar year. If an employee does not use the minimum 10 days, the unused leave will be deducted from their balance.
- Upon separation from state service, unused personal leave is paid out based upon the value at the time the leave was accrued.

HOLIDAYS

- New Year's Day - January 1
- Martin Luther King's Birthday – Third Monday in January
- President's Day – Third Monday in February
- Seward's Day – Last Monday in March Memorial
- Day – Last Monday in May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day – First Monday in September
- Alaska Day October 18 (Observed October 17)
- Veteran's Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Christmas Day – December 25
- Floating Holiday – February 12 (At the end of the pay period following February 12, each eligible employees' leave account will be credited 7.5 hours of additional leave. Part-time employees' accrual for this floating holiday will be prorated based on the total number of hours scheduled for the week divided by five).
- An employee must be in pay status the day before and the day after a holiday to receive holiday pay.
- Holidays falling on Saturday are observed the preceding Friday. Holidays falling on Sunday are observed the following Monday.

HEALTH INSURANCE BENEFITS

- AlaskaCare Plan Medical-Dental-Audio Coverage
- Employees have the opportunity to select the benefit options and levels of coverage that reflect their personal needs. Each benefit option has a monthly employee contribution or premium based on the cost of providing that coverage. Employees are required to participate in both the medical plan and the dental plan; however, an employee may waive coverage in the plan if they have coverage under another medical plan. Rates are subject to change.

OTHER BENEFITS

- Supplemental Benefits System Annuity (in lieu of Social Security)
- Basic Life Insurance
- Employee Assistance

OPTIONAL BENEFITS (Available for purchase through payroll deduction)

- Vision Coverage
- Additional Employee Life Insurance
- Accidental Death and Dismemberment (AD&D)
- Supplemental Critical Illness
- Short-Term and Long-Term Disability
- Health Care Reimbursement

COBRA – Health Insurance continuation is available after separation from state service.