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JUDICIARY DONATED LEAVE PROGRAM

NOTICE OF RECIPIENT ELIGIBILITY

**THE FOLLOWING EMPLOYEE HAS BEEN APPROVED
AS A DONATED LEAVE RECIPIENT EFFECTIVE**

01/06/2020

FRANK AFFRONTI
Atlantic/Cape May Vicinage
Cape May – Probation Division

Judiciary employees who wish to donate vacation or sick leave to this employee may do so through eCATS by following the instructions below:

1. Log into eCATS and on your dashboard click "Benefit Detail"
2. From your Benefit Detail page, click "Donate Leave."
 - a. A Donor may donate sick leave only if he/she will have at least 20 days of accrued sick leave remaining after the donation.
 - b. A Donor may donate vacation leave only if he/she will have at least 12 days of accrued vacation leave remaining after the donation.
3. Search for the recipient and click the "+" to the left of their name. By clicking "+" the recipient's name will be added to the recipient list at the bottom of the page.
4. In the recipient list, indicate the number of days and the type of leave you wish to donate (SI = Sick and VA = Vacation). To donate multiple types of leave, click the "+" again, to add the recipient name a second time.
5. Review to ensure accuracy and click "Submit" to donate.

If you have any questions or need assistance contact your local Human Resources Office.