

**Policy Title**

Civil Leave

Control Number

HR037

Policy Date

06/05/2006

Revision Date

11/02/2020

Purpose

To establish guidelines for paid leave in the event an employee is summoned/subpoenaed

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

Policy Statement

Civil leave may be granted when an employee is summoned/subpoenaed for court for the federal or state governments or a subdivision thereof in any civil or criminal legal proceeding.

Policy Guidelines

Employees should notify their supervisor as soon as possible upon receipt of a summons or subpoena.

The employee shall receive leave with pay to attend duty, as required by the summons or subpoena, during a scheduled shift.

The employee may keep fees and travel allowances received in addition to regular compensation.

The employee is required to return to work for the remainder of the work shift when the obligation ends before the end of the normal that work shift.

While on civil leave, benefits and leave shall accrue as though on regular duty.

Official Duty Exclusion

Employees summoned/ subpoenaed or required to attend court as part of their job duties are not eligible for Civil Leave, since they are compensated for this as part of their job duties.

Employees must submit to finance any monies or travel allowances awarded by the court in connection with this official duty appearance.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article VI, Leaves of Absence, Section 11, Civil Leave