



PERSONNEL RULES AND REGULATIONS

RULE 12: <i>Types of Leave</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 6: <i>Jury Duty, Election Duty, and Civil Leave</i>	Pages: <i>1 of 1</i>

Section 1: Introduction

Employees will be allowed time off for mandatory Jury Duty, Election Duty, and Civil Leave. Civil Leave is defined as appearance pursuant to a lawfully issued subpoena, which could include subpoenaed appearance before the Personnel Policy Board.

Section 2: Provisions

- A. Employees contacted to serve on Jury Duty, Election Duty, or Civil Leave are responsible for notifying their Department Head with the time and duration of such duty.
- B. The Department Head shall notify the Payroll Division of the County Clerk's Office, whenever employees request Jury Duty, Election Duty, or Civil Leave in order to ensure appropriate compensation treatment.
- C. Employees released from duty while their normal work day has not been completed are to report for work.
- D. Employees shall receive their normal compensation while serving Jury Duty, Election Duty, or Civil Leave and will turn over any payment received, other than allowable expenses.
- E. If Jury Duty, Election Duty, or Civil Leave occurs outside an employees' normal work schedule, they are entitled:
 - 1. To compensation received for Jury Duty, Election Duty, or Civil Leave and normal compensation if normal shift is worked, or
 - 2. To receive their normal compensation for their regularly scheduled shift that is missed, they must turn over their payment received for Jury Duty, Election Duty, or Civil Leave.
- F. Employees subpoenaed as witnesses by the Personnel Policy Board shall be granted paid leave to attend the Hearing plus any travel time necessary from their worksite to the Hearing location. Once released from their duty if their normal work day has not been completed they are to report for work.
- G. Employees who have not been subpoenaed to attend a Personnel Policy Board Hearing or whose attendance is not part of their duties must use approved Vacation Leave, Compensatory Time, or leave without pay.
- H. Employees who need to conduct personal legal business shall not be compensated under this Regulation. Employees may request vacation leave for such absences.