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## CIVIL LEAVE

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### I. POLICY

An employee called for jury duty, or as a court witness for the federal or state governments or a subdivision thereof, shall receive leave with pay for such duty, without charge to accumulated leave.

### II. PURPOSE

The town strives to create a cooperative work environment by providing for leave with pay for jury duty or when called as a court witness.

### III. DEFINITIONS

**A. Notification:** Upon notification by the court of jury duty or of subpoena, the employee should inform his or her supervisor by presenting a copy of the notification.

**B. Jury Duty:** An employee called to serve on jury duty shall be granted leave with full pay for the duration of the period for which called, or until released, without charge to accumulated leave.

**C. Witness:** An employee subpoenaed as a witness or requested by an official of the court or town to appear in a court of law shall be granted leave with full pay for the period necessary to present testimony, without charge to accumulated leave. The Department Head may refuse to grant civil leave to employees subpoenaed in out-of-state misdemeanor cases.

**D. Voluntary Witness:** An employee who serves as a voluntary witness (without subpoena) or is in court on their own case, either as a defendant or plaintiff, may take accumulated leave (when appropriate) or leave without pay for the period necessary.

**E. Public Safety Personnel:** This policy is not applicable to sworn law enforcement and fire protection employees attending court in their professional capacity.

**F. Expenses:** The employee is entitled to keep any fees or compensation awarded by the court for travel expenses; however, employees must turn over to the town jury or witness pay.

### IV. RESPONSIBILITIES

The employee is responsible for keeping his/her supervisor informed of the need to be absent and specific dates as known.

## **V. SCOPE**

As of October 23, 2017 this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.

## **VI. AUTHORIZATION**

A handwritten signature in black ink, appearing to read "J. Justice", written over a faint, illegible stamp.

Jamie Justice  
Town Manager