

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Court Leave	1/1/97		1	1

### 1.0 Purpose

The purpose of court leave is to allow every employee the opportunity to fulfill his/her civic duty when requested to participate in the court system.

### 2.0 Scope

All

### 3.0 Distribution

To all appointing authorities, offices, departments, and employees of Delaware County.

### 4.0 Definitions

**Court Leave:** a paid leave of absence in which a person performs his/her civic duty by appearing before the court system in connection with matters other than personal.

**Subpoena:** a legal writ requiring a person to appear in court and give testimony.

### 5.0 Policy

An employee shall be excused from work when an employee is subpoenaed for any court or jury duty. Employees shall honor any subpoena issued to them, including those for workers' compensation, unemployment compensation, and Personnel Board of Review hearings.

Any employee who is called to and reports for court or jury duty shall be compensated by Delaware County at the straight-time hourly rate for the hours regularly scheduled to work on that day. The employee must give his/her supervisor prior notice of the court or jury duty. The employee must also pay the court/jury compensation to the County Treasurer in order to receive his/her regular pay.

If an employee is released early from the court or jury duty, he/she shall return to work at the earliest time possible.

Court leave shall not be granted to an employee when the court case being heard is in connection with an employee's personal matters.

The court leave policy will be an attachment to the Jury Duty Leave policy of the Delaware County Employee Handbook.