

## Civil Leave Policy

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- 1.0 POLICY STATEMENT:** The City recognizes the responsibilities of its employees as citizens. For that reason, it is the policy of the City to grant an employee a leave of absence, for the purpose of serving on a jury or attending court as a witness under subpoena.
- 2.0 PROCEDURES:** Employees who are called to serve as jurors will receive their regular base pay for the duration of jury service or court appearance for each scheduled workday. All eligible employees may also retain monies paid by the court for each day of jury service provided the employee submit documentation from the court indicating the days served as a juror. This policy does not apply to an employee who has been employed on a temporary basis for less than six months.
- 2.1 Employees are entitled to the entire day off whenever their responsibility for jury duty exceeds three hours. Employees who serve on jury duty for less than three hours must return to work.
- 2.2 Eligible employees that are called by subpoena to testify as a witness in a court proceeding may also be granted leave of absence. This leave will be without pay unless the employee wishes to use accumulated vacation or compensatory time during that leave. Receipt of a subpoena or notice to report should be immediately reported to the employee's supervisor for approval.
- 2.3 The receipt of a subpoena or the notice to report for jury duty should be reported immediately to the supervisor, who will share the request with the department head. The department head may request that the employee be excused from such jury duty, if in the opinion of management, the employee's services are essential at the time of the proposed jury service.
- 2.4 If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from employment as provided by this section for the shift immediately preceding the employee's first day of service. After the first day of service, when such person's responsibility for jury duty exceeds three (3) hours during a day, then such person shall be excused from the person's next scheduled work period occurring within twenty-four (24) hours of such day of jury service.
- 2.5 If a holiday or vacation day coincides with jury duty, the employee may retain the monies earned on jury duty and be paid for the holiday or vacation day.

**3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

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M. Denis Peterson  
City Manager

Original: 08/08/1994  
Revisions: