



Policies and Procedures # 11

Subject: Court and Jury Leave

Department: HR

Approved By: Steve Williamson

Approved/Amended On: 7/15/1988

Effective Date: 7/15/1988

This policy/procedure supersedes all other policies/procedures of the same subject.

POLICY:

Court and Jury leave with pay will be granted for the following purposes:

To serve as a juror

To testify on EMSA related matters

Leave without pay may be granted to employees for court appearances which do not meet the above criteria for leave with pay. Or, at the employee's option, accrued vacation time, sick leave or compensatory time may be used.

The employee may be required to present the original summons or subpoena from the court and, at the conclusion of the duty, a signed statement from the clerk of the court showing the actual dates of attendance at court.