



## Court & Jury Duty

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### 1.0 POLICY

Under certain conditions, Lee County grants leave with pay to employees who are subpoenaed as witnesses in a court of law or called to serve on jury duty.

### 2.0 DEFINITIONS

None.

### 3.0 PROCEDURE / RULE

**3.1 Court Duty:** An employee subpoenaed as a witness in a court of law may be granted leave with full pay for the period necessary to present testimony, without charge against annual leave under the following circumstances:

- A.** When in connection with usual official duties.
- B.** When subpoenaed or directed by proper authority to appear in an official or non-official capacity as a witness for the Federal Government, the State Government, or a political subdivision thereof.

**3.2** An employee who serves as a witness in private litigation may either take annual leave or leave without pay for the period necessary. An employee testifying in private litigation is not eligible to receive Court Duty Leave.

**3.3** The employee is entitled to keep any compensation awarded by the court for testifying.

**3.4** Upon being subpoenaed by the Court to testify, the employee should inform his supervisor by presenting a copy of the subpoena.

**3.5 Jury Duty:** An employee called to serve on a jury may be granted leave with full pay for the duration of the period for which called, unless released earlier, without charge against annual leave.

- 3.6 The employee called to jury duty may keep any compensation awarded by the court for such service.
- 3.7 Upon notification by the court of jury duty, the employee should inform his supervisor by presenting a copy of the notification.
- 3.8 An employee will be granted leave with pay for jury duty only when he is required to serve on a regularly scheduled workday. (An employee will not be compensated for jury duty when he is required to serve on any nonscheduled workday.)

#### **4.0 APPENDIX / APPENDICES**

None.