COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

CIVIL LEAVE

POLICY NO.: 5.6

EFFECTIVE: 10/1/96
REVISED: 10/22/13

OVERVIEW: The County is committed to supporting employees who are called to civil duty in support to of the local, state or federal justice system. This policy defines the circumstances under which an employee will be granted civil leave.

SCOPE: This policy applies to all regular full time employees.

PROVISIONS:

A. Eligibility:

The County shall grant an eligible employee with up to fifteen days of paid leave for any absence necessitated by the employee serving jury duty or when subpoenaed as a witness to appear before a court or duly authorized public body or commission.

The employee that is called to jury duty or subpoenaed as a witness shall provide written proof of this requirement to his/her supervisor.

If an employee is released from serving as a juror, or dismissed by the court as a witness before 12:00 (noon) on a particular day, the employee shall be expected to return to work by 1:00 p.m. that afternoon.

The employee's pay shall be reduced by the amount of compensation received for each day of jury service. In the alternative, the employee may endorse the check paid to the employee for jury duty to the County.

An employee will not be granted paid civil leave when the employee must appear in court for a case in which the employee is a party and/or the involvement in the case is of a personal nature.

B. Requesting Civil Leave:

An employee requesting civil leave shall provide a copy of the court summons or subpoena along with a leave request.

Civil leave will only cover the actual time required by the court responsibilities.