

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.28

### COURT LEAVE

- A. If an employee is called for court jury duty or subpoenaed to testify in a court of law, during any portion of the employee's regular scheduled working day, that employee may choose to be compensated for such time in one of the manners set forth below:
  - 1. The employee may choose to receive his or her regular salary or wage in full for such time from the county. In such case, all monies received as compensation for court service shall be turned over to the County Treasurer in full.
  - 2. The employee may choose to retain all monies received as compensation for court service and waive his or her regular salary or wage in full for such time from the county.
- B. The employee will be expected to report to work following jury duty, if a reasonable amount of time remains during his or her scheduled workday.
- C. If an employee is called for court jury duty or subpoenaed to testify in a court of law, outside his or her regularly scheduled working hours, all monies received as compensation for such court service shall be retained by the employee.
- D. Any employee who is appearing before a court or other legally constituted body in a matter on which he/she is a party may be granted vacation time or leave of absence without pay.

Adopted: 5/26/98

Updated: 7/24/2012