

Policy NO. 621
Area: Human Resources
Adopted: April 29, 2011

Certified by _____



Colette Pierce Burnette
Vice President for
Administration and CFO

SUBJECT: Court Leave

Employees, who have completed the probationary period, and are needed for Court required service, will be excused from his/her job when those hours conflict with the hours the employee must actually spend in connection with the Court or Board Proceedings. Employees who are summoned, required to serve on a jury or who are served with a subpoena to appear in Court Proceedings as a witness, and are not a party to that action, shall be allowed to retain the pay for jury duty or witness fee, and shall not suffer any loss in his/her regular straight time earnings.