

NEW CASTLE COUNTY

PERSONNEL POLICY

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SUBJECT: JURY DUTY LEAVE

APPROVED:



OBJECTIVE: To further define and explain the method by which an employee requests jury duty leave, the status of employee benefits as a result of this leave and any other information pertinent to obtaining a jury duty leave.

STATEMENT: Jury duty leave refers to the period of time during which a full time, permanent or limited-term employee serves as a juror during normal work hours as a result of a subpoena.

Procedure: An employee who is subpoenaed to serve on jury duty should make a request for a leave with pay to the appropriate departmental general manager and submit a copy of the subpoena along with the request. For administrative purposes, the request should be made as soon as the subpoena is received, preferably at least two weeks prior to the beginning date of the jury duty service as indicated on the subpoena. An employee who is granted such leave for jury duty shall be entitled to his or her regular salary for the hours of his or her absence, and shall not be required to remit jury fees received to the County. If an employee does not report to work on a day in which the employee is excused for the entire day or on days when the court is not in session, that employee will not be paid for that day.

Work Requirements: Although an employee who follows the above procedure is entitled to full pay for the hours of absence to serve on jury duty, the County reserves the right to require the employee to return to work for those regular work hours that the employee is not required to serve on jury duty as follows:

Day Shift Employees:

- Must report to work each day if excused from jury duty before 12:00 noon.
- Must report to work for the entire day if excused for the entire day in advance.
- Must report to work for the entire day on regular work days that the courts are not in session.

Second and Third Shift Employees:

- Will be placed on straight time day shift beginning the first day of jury duty and continuing for each day that the employee is required to report and that employee:
 - must report work each day if excused from jury duty before 12:00 noon.
 - must report to work for the entire day if excused for the entire day in advance.
 - must report to work for the entire day on regular work days that the courts are not in session.

Rotating Shift Employees:

- The work schedule will be adjusted on an individual basis to meet the operational needs of the department. The general managers will be required to coordinate work schedules to ensure that employees are provided with appropriate time for rest.

2-2-4 Shift Employees:

- Will be placed on a straight day shift beginning the first full pay cycle following the request for leave and continuing throughout the duration of the jury duty service.
- Will be required to work in accordance with work requirements for day shift employees.

Benefit Status: Benefits are not affected by paid jury duty leaves.

REQUIRED ACTION: The Office of Human Resources, departmental general managers, and row officers shall be responsible for the implementation of and compliance with this policy.