

SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL

CIVIL LEAVE

SECTION 4.06  
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- A. Employees subpoenaed for court or jury duty by the United States, the State of Ohio, or any other political subdivision during any portion of their regularly scheduled working hours, may choose to be compensated for such time in one (1) of the following manners:
1. Employees may receive their regular wage from the County in full. In such cases, all monies received as compensation for court service shall be turned over to the County Treasurer in full.
    - a. Employees released from court or jury duty prior to the end of their scheduled workday shall report to work for the remaining hours if two (2) or more hours remain in their workday.
    - b. Employees shall submit a certificate to the SCAA prepared by the court stating the date and time the employee was released from court or jury duty.
  2. The employee may choose to retain all monies received as compensation for court service and waive payment of the employee's regular wage from the County for such time or schedule vacation or compensatory time in advance with the appropriate SCAA.
- B. Employees shall not be entitled to receive paid civil leave when appearing in court for criminal or civil cases when the case is being heard in connection with the employee's personal matters (e.g., traffic court, divorce proceedings, custody, appearing as directed with a juvenile, etc.). Such absences may be taken as vacation or compensatory time if scheduled in advance with the SCAA.

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- C. To be eligible for payment, the employee's immediate supervisor must be notified within a reasonable time after receipt of a notice of selection for jury duty and the employee must furnish a written statement from the appropriate court official showing the date served and the amount of pay received.
  
- D. An employee who is on previously authorized vacation leave or compensatory time who is required to serve on jury duty during the employee's vacation or compensatory time leave may have the affected vacation days or leave rescheduled, provided such employee complies with the applicable provisions of this section, including proper notice to the employee's supervisor.
  
- E. Civil leave will normally be granted upon submission of a "Request For Leave Form" to the SCAA for the purpose of leave approval.
  
- F. This section shall not apply to employees required to appear or testify in court as part of their assigned duties as a County employee. Court appearances directly related to an employee's job will be compensated as hours worked.