

CIVIL LEAVE - SUMMARY OF REVISIONS

12-1-51 When an employee serves on a jury, he shall be entitled to leave with pay for such duty and for such period of required absence. He shall be entitled, also, to his regular compensation plus the compensation or fees received for jury duty.

Court Attendance - Official Duties - no leave required. Fees to be turned in to State.

Private Litigation Witness - employee must take annual leave or leave without pay - keeps fee.

Witness for Federal or State Government - when subpoenaed, does not take leave but shall turn in fees. If employee takes leave, may retain fees.

11-8-74 Civil leave allows employers to grant employees civil leave with pay when subpoenaed to appear as a witness in private litigation the same as when subpoenaed to appear as a witness for the government.

12-1-83 Added policy for jury duty for shift employee.

12-1-95 Other Job related proceedings added.

09-24-26 Policy repealed and replaced with the [Employee Leave Options](#) policy.
(Effective October 1, 2026)
