

| Corporate Policies and Procedures | | | |
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| DEPARATMENT: Human Resources | | | POLICY #: E-07 |
| POLICY: Court Leave | | | |
| DATE: OCT30/91 | REV. DATE: OCT 29/03 | COVERAGE: All Employees | PAGE #: 1 of 1 |

POLICY STATEMENT:

Leave of absence with pay is granted to a full-time employee who is required to serve as a juror or as a witness of the Employer. This provision also applies to part-time employees for scheduled time lost.

PROCEDURE:

1. Consult the appropriate Union contract for any deviations to this policy.
2. A full-time or scheduled part-time employee called to serve as a juror or as a witness of the Employer, receives his/her normal earnings with all benefits for time spent on such duty.
3. As soon as the employee receives payment from the Court for services as a juror, such payment is submitted without delay to the Payroll Office.
4. An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness because of employment with the County has his/her vacation leave entitlement restored for the period of time required to attend Court.