


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

807 – Civil Leave

807.1 Grant County will excuse from work employees who are summoned for jury duty or subpoenaed to appear in court or otherwise participate in a legal proceeding. Employees will receive their regular pay for civil leave, however, employees must pay the County for any remuneration received for service (payment for mileage remains the employee's). Jury and court leave will not be counted against an employee's annual leave or sick leave.

807.2 Employees must submit to their supervisor a completed Leave Request & Authorization Form accompanied by a copy of the court summons or subpoena as soon as it is received. Service time and benefits remain in force during jury or court leave.

807.3 Employees have the right to attend jury duty when summoned. If such service is scheduled during a period when the employee's presence is necessary, Grant County may request the employee to seek deferring jury duty to a later time. The County will take no adverse action against the employee should he/she elect to serve as scheduled or is prevented by the court from deferral of service.