

## **POLICY 413 LEAVES – JURY DUTY AND WITNESS DUTY**

- 1. Purpose.** Employees are encouraged to appear before a court, public body, or commission in connection with County business or for witness duty when subpoenaed to do so. Employees are excused from work to fulfill their civic responsibilities when required.
2. Compensation for Jury Duty.
  - 2.1 Employees who are excused for jury duty will receive the regular County wages that normally would have been paid during the period required for jury duty, up to a maximum of twenty (20) days per year.
  - 2.2 Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.
  - 2.3 Employees will return any jury duty or witness fees less travel allowance and any jury duty pay earned to the Finance Department.
  - 2.4 If a second-or third-shift employee is selected to serve on a jury panel, the employee will not be required to work their next scheduled shift, if such shift begins on the same calendar day.
  - 2.5 First-shift employees will not be required to report for work before the jury selection.
  - 2.6 Should an employee not be selected to serve on a jury panel, the employee will report back to work within one hour of dismissal by the court. Employees whose work location is at the Courthouse will report back to work within 30 minutes of dismissal by the court.
3. Compensation for Witness Duty.
  - 3.1 If employees have been subpoenaed or otherwise requested to testify as witnesses in connection to business with Eau Claire County, they will receive time off with pay for the entire period of witness duty.
  - 3.2 Employees will be granted unpaid time off to appear in court as a witness when requested or subpoenaed to appear in litigation which is not connected with County business.
    - 3.2.1 Employees may use any available paid leave benefit to receive compensation for the period of this absence.

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Effective Date: January 1, 2012

Revised Date:

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4. Excusal from Jury Duty.
  - 4.1 Employees who are excused for jury duty will receive the regular County wages that normally would have been paid during the period required for jury duty.
  - 4.2 Employees will return any jury duty or witness fees less travel allowance and any jury duty pay earned on the employee's day off to the Finance Department.
5. Documentation.
  - 5.1 Employees are required to provide copies of the jury duty summons, or the subpoena to their supervisors as soon as possible.
  - 5.2 Employees are expected to report for work whenever the court schedule permits.
6. Reporting to Work.
  - 6.1 When possible, employees are to work any of their regularly scheduled hours that do not conflict with the jury or witness duty.
7. Benefits.
  - 7.1 Paid time off benefits will accrue during unpaid jury duty leave.

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