

Procedure 506-3 – Civic Leave

Eligibility

All employees are eligible for paid time off to perform civic duties. There is no waiting period for paid civic leave.

Civic Duties

The following activities are considered civic duties for which an employee is entitled to civic leave:

- Responding to a call for jury duty.
- Voting in a local, state, or federal election (as required by law).
- Appearing in court or before a governmental body pursuant to a subpoena or summons.
- Responding to or assisting in criminal investigations.

Civic leave will not be granted if:

- The employee is in court on a personal matter as the plaintiff or defendant in a civil case or as the defendant in a criminal matter.
- The employee has been asked to appear as a character witness in a criminal or civil case or in an administrative proceeding.
- The employee is voluntarily acting as an expert witness for a fee.

Requesting and Approving Paid Leave

An employee will request civic leave in the manner required by department/agency/office leave procedures. Requests should be made as soon as the employee becomes aware of the civic obligation.

The department/agency/office may adjust the employee's work hours to allow the employee to perform the civic duty without missing work. Paid civic leave will be granted for voting only when the law requires the County to allow the employee to be absent to vote.

Departments/agencies/offices may adjust work schedules or apply civic leave hours for employees who work 24-hour schedules, or evening and night shifts, to accommodate time to report to work or attend to necessary personal matters.

Employees may be required to provide documentation confirming their performance of a civic duty while on paid civic leave.

Payment

Civic leave, if approved, will be paid at the employee's regular base rate of pay without offset or deduction for any fees or expenses paid to the employee for performing the civic duty. Civic leave will not count as hours worked for the purposes of calculating overtime.

Return to Work

Employees must contact their supervisor when their civic duty concludes each day to determine whether they should report to work.

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