

Title: Court & Jury Service Leave  
Policy Number: 605  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to permit regular full-time and permanent part-time employees to be absent from work due to jury duty and court proceedings and to provide income protection while an employee carries out his/her civic responsibility. The County will provide compensation for these types of absences according to the guidelines below.

Comments:

- (1) An employee who is selected for jury duty shall receive a paid leave of absence for the time the employee spends on jury duty for up to five (5) work days. The employee shall receive their regular pay and shall turn over to the County jury service fees, collected for a normal working day for a maximum of five (5) work days. Additional compensation for time away from the workplace for this purpose will be considered on a case-by-case basis.
- (2) An employee required by subpoena to appear in a Court proceeding in which the employee is not a party to the proceedings, shall be allowed up to one (1) day paid leave of absence. The employee shall receive regular pay and shall turn over to the County subpoena fees, collected for a normal working day. Additional paid leave, i.e. vacation, compensatory time or other similar leave may be granted as required to comply with the subpoena. Employees are not permitted to utilize paid sick leave for this type of leave. Employees may utilize unpaid leave if they have exhausted appropriate paid leave.
- (3) An employee shall promptly notify his/her Department Head when called for jury duty or to serve as a witness. The employee is required to provide copies of the subpoena or jury summons to his/her Department Head prior to approval of paid leave time. The Department Head will verify the notification and make scheduling adjustments to accommodate the employee's obligation. The Department Head will also provide court documentation to the Auditor's Office/Payroll Division for processing.
- (4) An employee who is not selected or who is released from jury duty or the court proceeding during normal working hours shall report to work immediately.