

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.19 CIVIC DUTY LEAVE

(O.A.C. 123:1-34-03)

- A. Employees shall be granted Civic Duty Leave with full pay when:
1. An employee is summoned for jury duty
 2. An employee is subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses, unless the employee is a party to the action or is summoned to testify as a result of secondary employment outside of service to the SCBDD.
 3. An employee, who is the appellant in any action before the State Personnel Board of Review and is in active pay status at the time of a hearing before the SPBR, will be granted Civic Duty Leave to attend the hearing. (OAG 80-052; O.R.C. 124.03)
- B. When given Civic Duty Leave, any other compensation or reimbursement paid to an employee for jury duty or for court attendance compelled by subpoena in excess of \$15 per day, when such duty is performed during an employee's normal working hours, shall be signed over to the SCBDD. The employee is responsible for submitting the stipend to the Fiscal/Human Resources Office. Failure to do so shall be considered a violation of this policy.
- C. Employees will not be compensated for any court matters of a personal nature in which they are involved or where an employee's family would receive financial consideration except for any personal or vacation leave or PTO that might be approved.
- An employee in this situation who has exhausted all available types of leave may request an unpaid leave of absence.
- D. An employee released from court duty before the end of his/her scheduled workday must report to work for the remaining hours of the workday or request the use of another form of leave, except sick leave.
- E. Civic Duty Leave may also be granted to employees who are appointed to serve in an unpaid position on an advisory board or a commission.
- F. While completing a leave request for the use of Civic Duty Leave is not required, the employee's supervisor must be informed as early as possible and its use must be noted on the employee's timecard or time sheet.