

## Catawba County Emergency Medical Services

### Civil Leave

This policy explains leave options for 12-hour and 8-hour shift employees who attend jury duty or are subpoenaed.

- Jury Duty Options
  - Option 1
    - The employee chooses to retain the jury duty payment and take annual leave for shift days that would have been worked.
  - Option 2
    - The employee chooses to remit the jury payment to the county and record the hours served as hours worked with the appropriate code listed on the timesheet software.
- Jurors must report at the time assigned by the court. Employees will be given the option to take annual leave time before and after they're assigned court time or be present at their assigned duty station. Catawba County EMS allows thirty minutes travel time each way.
- Employees who reside outside Catawba County may request appropriate additional travel time.
- The State pays jurors \$12.00 for the first day they serve, \$20 for days two through five, and \$40 for each day after day five. When selecting option 2, remit the jury payment for the shifts you are scheduled to work. (i.e. if scheduled two days to work and you served jury duty for five days, you would remit \$32.00 to the county and keep \$60.00.)
- If you are released early or are not needed for jury duty, you must report back to your duty station or take annual leave.
- Employees working a night shift prior to jury duty may work until 10:00 p.m. or the employee may choose to take annual leave for this time.
- If mileage reimbursement is received from the court, you may keep that reimbursement regardless of which option above you chose.
- Required Attendance - When an employee attends court in connection with official duties (either due to being subpoenaed to appear as a witness or to give a deposition) it should be listed as hours worked with a description of meeting. Mileage will also be paid for miles to and from by filing a travel voucher.