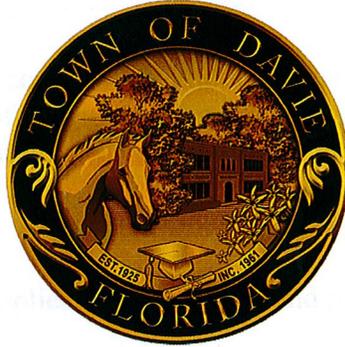


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**CIVIL LEAVE
SOP #23-002**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	September 19, 2012	Human Resources	Initial Release

APPROVALS:

Stacy A. S. Hegin

Author

9/24/12

Date

Richard H. Hegin

Town Administrator

9-24-12

Date

1-1. POLICY.

All regular employees who are summoned to jury duty or who are subpoenaed to appear in court as a witness in relation to their position with the Town of Davie will be granted civil leave and given time off with pay for the actual time spent on jury duty or court appearance.

Employees subpoenaed to court as a witness for reasons not connected to their official position with the Town of Davie are not eligible for civil leave. Time used will be charged to employee's vacation or PTO leave or granted as leave without pay.

1-2. SCOPE.

This operating procedure applies to all full-time and part-time employees.

1-3. PROCEDURES.

a. Eligibility/Use of Civil Leave.

1. All regular employees who are summoned to jury duty or who are subpoenaed to appear in court as a witness in relation to their position with the Town of Davie will be granted civil leave and given time off with pay for the actual time spent on jury duty or court appearance.
2. Full-time employees whose regular work schedule does not fall within the daily time period for jury service are also eligible for Civil Leave. The full-time employee shall be excused from work by the employer during each day the employee provides jury service, regardless of the regularly scheduled time such employee reports to work.
3. Employees subpoenaed to court as a witness for reasons not connected to their official position with the Town of Davie are not eligible for civil leave. Time used will be charged to employee's vacation leave, PTO leave or granted as leave without pay.
4. At the discretion of the Town Administrator, civil leave may be granted to an employee who is subpoenaed to appear in court in relation to their previous position with another government agency

b. Request for Civil Leave.

1. Employees must notify their supervisor or Department Director immediately upon receiving summons or subpoena.
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2. Request for civil leave shall be submitted in writing on the "Leave Request Form" to the employee's supervisor, with approval by the Department Director. The request must have attached a copy of the summons or subpoena. (NOTE: Departments may establish a departmental policy for operational needs which may not require the employee to request civil leave for court witness in relation to the employee's official position of employment.)

c. Payment of Civil Leave.

1. Employees will be paid in full their normal rate of pay without loss of vacation leave or benefits, when civil leave has been granted.
 2. Employees will submit to the Town of Davie any payment received from jury duty or witness fees, etc., when such payment is for time that the employee has been/is compensated by the Town of Davie.
 3. Non-exempt employees, subpoenaed to court appearance in relation to their position with the Town of Davie will receive overtime pay for hours required over forty (40) hours in a work week.
 4. If an employee is released or excused from jury duty before the end of their shift, they are required to report immediately to their supervisor for the remainder of the work shift.
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