



Medina County Policy Manual



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| Policy: Court Leave | Section: Time Off | Number: 4.005 |
| Issued: 09/17/07 | Reviewed/Revised: | Page #: 1 of 2 |

ORC 124.135
OAC 123:-1-34-03

A. Where the employee is not a party to the action.

1. Employees summoned for jury duty or subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses, where the employee is not a party to the action, shall be granted court leave with full pay during any portion of the employee's regular scheduled work day. The employee may choose to be compensated for such time in one of the manners set forth below:
 - a. The employee may choose to receive his regular salary or wage in full for such time from the department/agency. In such case, all monies received as compensation for court service shall be remitted by the employee to the County in full, unless such duty is performed outside normal working hours.
 - b. The employee may choose to retain all monies received as compensation for court service and waive their regular wages in full for such time from the department/agency.
 - c. Expenses incurred by the employee and reimbursed by the court for court duty shall be retained in full by the employee.
2. In order to receive compensation, the employee must provide to their supervisor with:
 - a. Notice of summons or a copy of the subpoena forty-eight (48) hours prior to the date of such service, where applicable:
 - b. A Clerk of Courts certificate or other document of the court stating the time served.
3. An employee released from court duty prior to the end of their scheduled work day shall report to work for the remaining scheduled time unless otherwise authorized by department management.

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4. Employees who are the appellant in any action before the State Personnel Board of Review and are in active pay status at the time of a scheduled hearing before the Board shall be granted court leave with full pay for purposes of attending the hearing.

B. Where the employee is a party to the action.

1. Employees appearing before a court or other legally constituted body in a matter in which they are a party may be granted vacation time, use of compensatory time, personal day, if applicable, or leave of absence without pay.
2. Such instances include, but are not limited to, criminal or civil cases, traffic court, domestic relations proceedings, custody, or appearing as a parent or guardian of juveniles.
3. Employees are required to advise and obtain approval from their Supervisor or Department Head of the need for such time off as far in advance as possible. Employees must provide a copy of the subpoena or court papers when requesting such leave.