

## 5.9 CIVIL LEAVE

Any employee who is subpoenaed as a witness in a court of law or is called to serve on a Grand or Trial Jury in a court of law, may be granted paid leave for that period of time he or she is actually required to be away from County employment. To receive payment for such duty, the employee must submit certification of service to the payroll clerk. The employee shall be paid the difference between the fees or remuneration granted by the court and the employee's regular pay for the period of time during which the employee was absent due to jury service. The employee shall report for work if released from jury duty by 12:00 noon of any workday.