

## **Court Leave Policy**

*KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.*

Jury and court duty is recognized as a civic responsibility and staff members are encouraged to fulfill this obligation. Employees will be granted time off their regular work schedule, with pay, to serve on a jury or as a witness when subpoenaed. This includes necessary travel time. Any request should be made as soon as possible and the Library Director may request a copy of the official notice before leave is granted. If jury or court appearance does not require a full workday, the employee is expected to return to work. However, the combination of jury duty and Library work shall not amount to more than a normal workday. Staff members will be permitted to retain any jury compensation.

Vacation, sick leave, and holiday benefits will continue to accrue during jury or court duty leave.

An employee shall not be eligible for court leave to comply with a subpoena if the employee or a member of the employee's family is a party to the proceeding.

[reviewed 10/12/2021]