

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** Click here to enter text.

**Policy Title:** AUTHORIZED LEAVE WITH PAY

**Policy Statement:** Employees may request leave for civic responsibilities (subpoena) that cannot normally be completed outside scheduled work time. The immediate supervisor has authority to recommend authorized absence with pay in those cases that are deemed appropriate.

In the event that an employee is called for jury duty, the employee must notify his/her supervisor immediately and present a copy of the jury duty notice. Employees who are requested to serve on a jury will be paid his/her normal daily wage for the time they serve. In addition, they may keep any money paid to them by the judicial system for his/her service as a juror.

**Procedures:** Click here to enter text.

**Contacts:** Director of Human Resources

**Approved Date:** 1/28/2014

**Policy History:** Click here to enter text.

**Keywords:** Leave, Jury Duty, Subpoena, Civil Duty

**Related Form:** Click here to enter text.