



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Benefits
Section Number: 5.6
Section Name: Court Leave
Last Revised:

- A. An employee will receive his/her regular pay when summoned by a court of competent jurisdiction for jury duty or to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses, provided the employee is not a party to the action.
- B. Any compensation received from the court must be paid to the Library unless all duty is performed outside regular work hours. Exceptions will be made in cases where the employee receives higher compensation for serving jury duty than for working regularly scheduled hours. In such cases, the employee will be permitted to choose between Library compensation and the court's compensation. The employee is permitted to keep travel reimbursement received from the courts.
- C. The employee must also turn in the "Certificate to the Employer" provided by the court, which verifies dates and payments, received for jury duty. This must be presented to the immediate supervisor who shall forward a copy to the Business Manager.
- D. No court appearance leave will be paid to any employee already on an approved leave of absence
- E. An employee who must appear in court on his/her own behalf may use vacation, compensatory time or may request an unpaid leave of absence.
- F. An employee released from jury duty before the end of his/her scheduled workday must report to work for the remaining hours.