

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 7. LEAVES AND ABSENCES

7.4 CIVIC DUTY LEAVE

JURY DUTY LEAVE

EMPLOYEES OF LAMPASAS COUNTY WHO ARE CALLED FOR JURY DUTY SHALL RECEIVE THEIR REGULAR PAY FOR THE PERIOD THEY ARE CALLED FOR JURY DUTY. PAY FOR SERVING ON A JURY SHALL ONLY INCLUDE THE TIME THE EMPLOYEE WOULD HAVE NORMALLY BEEN SCHEDULED TO WORK AND WILL NOT INCLUDE EXTRA PAY IF JURY SERVICE INVOLVES TIME OUTSIDE THE EMPLOYEE'S NORMAL WORK SCHEDULE. ANY FEES PAID FOR JURY SERVICE MAY BE KEPT BY THE EMPLOYEE.

THE EMPLOYEE WILL NOTIFY THE DEPARTMENT HEAD AS SOON AS POSSIBLE TO ALLOW TIME TO ADDRESS WORK COVERAGE ISSUES, TO DOCUMENT THE REASON AND DATES OF THE LEAVE TIME.

OFFICIAL COURT ATTENDANCE

EMPLOYEES WHO ARE SUBPOENAED OR ORDERED TO ATTEND COURT TO APPEAR AS A WITNESS OR TO TESTIFY IN SOME OFFICIAL CAPACITY ON BEHALF OF THE COUNTY SHALL BE ENTITLED TO LEAVE WITH PAY FOR SUCH A PERIOD AS HIS/HER COURT ATTENDANCE MAY REQUIRE.

THE EMPLOYEE WILL NOTIFY THE DEPARTMENT HEAD AS SOON AS POSSIBLE TO ALLOW TIME TO ADDRESS WORK COVERAGE ISSUES, TO DOCUMENT THE REASON AND DATES OF THE LEAVE TIME.

PRIVATE LITIGATION

IF AN EMPLOYEE IS ABSENT FROM WORK TO APPEAR IN PRIVATE LITIGATION WHICH HE/SHE IS A PRINCIPAL PARTY, THE TIME SHALL BE CHARGED TO VACATION, OTHER ELIGIBLE PAID LEAVE, OR LEAVE WITHOUT PAY.

THE EMPLOYEE WILL NOTIFY THE DEPARTMENT HEAD AS SOON AS POSSIBLE TO ALLOW TIME TO ADDRESS WORK COVERAGE ISSUES, TO DOCUMENT THE REASON AND DATES OF THE LEAVE TIME AND TO IDENTIFY WHETHER ACCRUED BENEFIT HOURS ARE TO BE USED OR TIME IS WITHOUT PAY.

VOTING TIME

ALL EMPLOYEES ARE ENCOURAGED TO VOTE AND ARE PROVIDED A REASONABLE AMOUNT OF TIME OFF WITH PAY TO EXERCISE THIS RIGHT AND RESPONSIBILITY.