

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0629 (HR) Subject: Court Leave/Jury Duty
Effective Date: 06-30-02 Last Revision: 06/07/2021
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Olson 6-7-2021
Superintendent, WCBDD Date Department Director Date

1. Court leave with pay shall be granted to employees summoned for jury duty during normal working hours by a court of competent jurisdiction. In cases where the employee's absence will create a hardship on the agency or jeopardizes safety of students or clients, the employee will be requested to request excuse from jury duty. If the employee cannot get released from jury, the employee cannot be penalized.
2. Court leave with pay shall be granted to employees subpoenaed to appear before any court, commission, board, or other legally constituted body authorized by law to require attendance of witnesses during normal working hours where the employee is not a party to the action or is summoned to testify as a result of secondary employment outside the service of the agency. An employee who is the appellant in an action before the State Personnel Board of Review or the claimant before the Bureau of Workers Compensation for a Board-related claim, and who is in active pay status at the time of the scheduled hearing or examination, shall be granted leave with pay for purposes of attending such hearing or examination during a normally scheduled work day.
3. Any hours worked in addition to jury duty must be approved by management prior to work being completed.
4. To receive payment, any court compensation or reimbursement received related to jury duty or for court attendance compelled by subpoena must be submitted to the Human Resources Department when such duty was performed during normal working hours, as well as a copy of the subpoena.
5. An employee who is appearing before a court or other authorized body in which he/she is a party to the action, except as noted, may request vacation time, personal day or leave with pay. Such instances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody or appearing as directed as a parent or guardian of juveniles.

References: ORC 124.135; OAC 123:1-34-03

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