

	<p align="center">4.707 Civil Leave</p> <p align="right"><i>Adopted on: 02/1988</i></p>
<p align="center">Last Revision Date: 12/20/2023</p>	<p align="center">Policy No. 4.707</p>
<p align="center">Last Enabling Resolution: 267-2023/930-2023</p>	<p align="center">Developer/Reviewer: Human Resources</p>

1. Purpose

The intent of this Policy is to notify employees of the Procedures when given written notice to appear for jury duty, Kansas Human Rights Commission, Equal Employment Opportunities Commission, serve as a witness for a Sedgwick County Grievance Hearing or as a witness in court and called for emergency duty.

2. Scope

This policy shall apply to all Sedgwick County employees.

3. Policy Statement

It is the policy of Sedgwick County to allow full time and part-time benefitted employees to report for civil responsibilities without loss of pay. This policy includes the following: jury duty; appearing court when subpoenaed as a witness to a matter directly related to their employment with Sedgwick County; performing emergency duty in connection with National Defense; appearing in front of the Kansas Human Rights Commission or the Equal Employment Opportunity Commission in a matter related to their employment and serving as a witness, complainant or respondent in a Sedgwick County grievance process.

4. Procedures

- A. All full time or part time benefitted employees shall be given time off without loss of pay for the following situations:
 - 1. Jury Duty
 - 2. Witness in Court
 - a. An employee shall be given necessary time off without loss of pay when appearing in court as a witness, as a result of a subpoena which is properly served and is directly related to and within the scope of his/her employment with Sedgwick County and is in the capacity of his/her job.
 - 3. Emergency Duty
 - a. Performing emergency civilian duty in connection with National Defense.
 - 4. Kansas Human Rights Commission
 - 5. United States Equal Employment Opportunity Commission
 - 6. Witness for Sedgwick County Grievance Hearings

- a. Witnesses requested to appear for either the appellant, Division/ Department Director or Elected/Appointed Official, and are normally on duty at the time of the hearing, shall be paid their regular salary and shall return to work promptly upon release by the Grievance Board.
 - i. Witnesses appearing for the appellant shall notify their Division/Department Director or Elected/Appointed Official of the request to appear;
 - ii. The Division/Department Director or Elected/Appointed Official shall have the right to limit the number of employees requested by the appellant so as not to disrupt the operation of the department.

- B. An employee is expected to return to work one (1) hour after release, unless other arrangements are made with the Division/Department Director or Elected/Appointed Official.

- C. Jury Fees and Witness in Court Fees
 1. All Jury and Witness in Court fees received may be kept by the employee.
 2. Division/Department Directors and Elected/Appointed Officials shall note on the timesheets when an employee is called for jury duty or to serve as a witness in court.