

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **CIVIL LEAVE**

<b>POLICY NO.</b>	8.10	<b>EFFECTIVE:</b>	01/02/2024
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### **A. Eligibility**

1. Regular full-time employees who have satisfactorily completed their probationary period of 180 days may request up to five days of leave with pay (without charge against other leave accruals) for any absence necessary when they are required to serve as a juror, or are subpoenaed as a witness to appear before a court or duly authorized public body or commission.
2. If an employee is summoned to court to appear as a witness for County-related business or to appear as a witness in a case in which the employee is not a party, civil leave is applicable. If, however, the case is one in which the employee is a party and the court decision affects the employee (positively or negatively), the time off from the job is of a personal nature and the employee shall request other leave as appropriate. Civil leave shall not be granted when a court appearance is of a personal nature.
3. An employee will be allowed civil leave with pay for an absence necessary to fulfill responsibilities to the Department of Homeland Security in connection with responding to a natural disaster or other emergency, consistent with the County's operational needs and with the requirements of federal law or regulations pertaining to such service.

### **B. Requesting Civil Leave**

1. The employee shall provide a copy of the court summons or subpoena or Homeland Security directive, along with a leave request form to his/her Department head as soon as possible to allow arrangements to be made to accommodate the employee's absence.
2. Civil leave shall not extend beyond the actual time required. Any additional time off on the same day shall be requested as annual or compensatory leave or leave without pay, as appropriate.