State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

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DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 9

EFFECTIVE DATE: **November 15, 1982; Revised January 24, 1994; Revised June 22, 1998**

SUBJECT: **Civil Leave: Jury and Other Court Duty**

AUTHORIZATION: Whitman J. Kling, Jr.
Whitman J. Kling, Jr.
Deputy Undersecretary

I. POLICY:

An employee shall be given time off without loss of pay, annual leave, or sick leave when:

a. Performing jury duty.

b. Summoned to appear as a witness before a court, grand jury or other public body or commission, provided that a plaintiff or defendant shall not be considered a witness, nor shall this policy apply to an employee summoned as a witness as a result of employment other than State employment, [as stated in Civil Service Rule 11.23 (a) and (b)].

II. PURPOSE:

To set forth rules governing Civil Leave.

III. APPLICABILITY:

This policy shall be applicable to all sections and employees of the Division of Administration both general appropriation and ancillary appropriations.

IV. PROCEDURE:

When presenting the Application for Leave (SF-6) to his/her supervisor, the employee must also present a copy of the subpoena demanding his/her appearance.

When the commanded appearance is in the parish of domicile, any leave granted for this purpose shall apply only to time during which an employee must actually appear in court or other hearing room plus one-half hour travel time prior to the commanded appearance and one-half hour travel time following the commanded appearance. **An employee is expected to be at work on the day of appearance during any hours outside of these times.** When either the commanded appearance is outside the parish of domicile or special circumstances are present, additional travel time may be requested and may be approved in advance by the supervisor.

The supervisor shall require that the employee produce documentation from the appropriate court or public body which substantiates both the requirement of the employee's attendance and the time during which he/she was required to be present for any and all duties (sometimes referred to as the Jury Management Services Report). The employee shall supply this documentation.

V. RESPONSIBILITY:

Deputy/Assistant Commissioners are responsible for:

Holding accountable the section heads under their supervision for compliance with all aspects of this policy.

Section Heads are responsible for:

Assuring that each employee, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Requiring that the employee produce documentation from the appropriate court or public body which substantiates both the requirement of the employee's attendance and the time during which he/she was required to be present for any and all duties (sometimes referred to as the Jury Management Services Report).

Maintenance of all records serving as documentation for time and attendance including leave slips subpoenas, etc.

Employees are responsible for:

Complying with all aspects of this policy.

Securing from the appropriate court or public body, and providing to the immediate supervisor, documentation which substantiates both the requirement of the employee's attendance and the time during which he/she was required to be present for any and all duties (sometimes referred to as the Jury Management Services Report).

VI. QUESTIONS:

Questions regarding this policy should be directed to staff of the Office of Personnel Services.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.

WJK,JR:AG:cm