



Policy HR 12.3 Court-Related Leave

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

An employee called for jury duty or to serve as a witness at a court proceeding shall receive regular pay less jury duty reimbursement (allowance for meals and transportation expenses excepted) in the county of residence, or in their official capacity as a Library employee in any federal, state, or local court of law. If excused from jury duty on a working day, the employee shall contact his/her supervisor for a work assignment.

Court-related leave with regular pay is allowed only when:

- a. The employee is required to serve as a juror or witness in a matter other than one personal to the employee; or
- b. The employee serves on a day which would have been a regularly scheduled work day.

Court-related leave is not allowed for matters in which the employee is a litigant, such as a petitioner, respondent, plaintiff, or defendant, except in incidents of domestic violence in accordance with RCW 49.76 or when the employee volunteers for jury duty.

An employee may request to take accrued vacation leave for personal court-related matters and is responsible for filing the appropriate leave paperwork with his/her supervisor.

I. Administration

The Library Director or designee is responsible for administering this policy.