

**I. PURPOSE**

The purpose of the court leave policy is to define the responsibility of the City and the employee with regard to when an employee is subpoenaed to appear in court as a witness.

**II. POLICY**

If an employee is subpoenaed to appear in court as a witness for the Federal, State, County or City government, his/her court duty and travel to and from court from the workplace, will be considered regular work hours.

If an employee is subpoenaed to appear in court as a witness in a private matter, he/she must take annual leave, or compensatory time off, or leave without pay. The employee shall notify his/her supervisor upon receipt of the subpoena.

If an employee is subpoenaed in an official capacity, the employee shall demand fees at the time the subpoenaed is accepted. In this case employee will receive regular salary and will endorse the fees over to the City.

**III. PROCEDURE**

The employee shall notify his/her supervisor upon receipt of the subpoena and shall provide his/her supervisor with a copy of the subpoena. The supervisor shall notify Risk Management regarding subpoena.