

LP-7: Court Leave

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SECTION I - POLICY

1. JURY DUTY EXEMPTIONS:

Section 14-7-850 of the South Carolina Code of Laws provides that local government officers are exempt from jury service while in the actual discharge of their duties as such officers. Notaries public are not considered state officers for the purpose of this exemption.

2. ENTITLEMENT:

Any employee of Fairfield County who is non-exempt from jury service, as specified above, is entitled to court leave with pay for a maximum of fourteen (14) days when summoned to serve as a jury member.

- a. Any travel payments received shall be retained by the employee.
- b. Any employee who is exempt under the provision of the State Law and who elects to serve as a jury member shall be charged annual leave or leave without pay for the period of service.
- c. When an employee is excused from jury duty for a period exceeding two hours, he shall return to duty unless returning to duty would create a hardship to shift operations schedule or distance to duty location. If the employee does not return to duty, the time shall be charged to leave without pay.
- d. If jury duty occurs on a scheduled day off, the employee shall not be entitled to additional time off.

3. COURT ATTENDANCE AS AN OFFICIAL EMPLOYEE:

All time spent in court as a witness in connection with an employee's official duties shall be counted as hours worked and included in the total hours worked per week. Court attendance occurring on a day off or holiday shall be treated in the same manner as employees who work on their day off or a holiday.

4. PERSONAL LITIGATION:

Paid court leave is not authorized for employees involved in personal litigation.

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SECTION II - PROCEDURES

5. NOTIFICATION AND APPLICATION:

- a. An employee is paid for wages lost from scheduled straight time due jury service up to a maximum of eighty hours per calendar year.
- b. In order to qualify for this payment an employee called for jury service must:
 - (i) give his supervisor notice of such service within two work days of the time the employee is called for such service.
 - (ii) report for work if released by the court before 1:00 p.m. on any day of jury service, and
 - (iii) submit a written statement from the court indicating the days of jury service and the time released each day.