

JURY/CIVIC DUTY LEAVE

**SOURCE: OHIO ADMINISTRATIVE CODE 123:1-34-03 & OCSEA/AFSCME
BARGAINING UNIT AGREEMENT ARTICLE 30**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Jury Duty and Subpoenaed Court Appearance Policy:

1. Employees will receive time off at their normal rate of pay when called to serve and while serving on jury duty. When not impaneled for actual service or on call, employees should report to work unless there is less than 4 scheduled work hours remaining in the work day.
2. When not a party to the action, employees will receive time off at their regular rate of pay when subpoenaed to appear before any court, commission, or other legally constituted body authorized by law to compel the attendance of witnesses. This paragraph does not apply to employees who are summoned to testify as a result of secondary employment outside of service to the state.
3. Employees may keep juror and subpoena fees up to \$15.00 per day. All other compensation must be returned to the Payroll Officer and will be sent to the State Treasurer's Office. Requests for leave should include a copy of subpoena/jury notice.
4. Under normal circumstances, the Agency will not ask for jury duty deferment. Should the release of employees create a hardship for the Agency, division/district/office chiefs may contact the Office of Employee Services for deferral instructions.

06/06