

	City of Cedar Park Human Resources Policy Manual		
	Civic Leave		
	Number: E-7	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

The City provides paid civic leave for a regular full-time or part-time employee who is called to serve jury duty or is subpoenaed as a witness in an official proceeding. An employee may take paid leave to vote.

2.0 Procedure/Rule

- 2.1 Jury Duty/Subpoenaed Witness. An employee shall be granted civic leave for jury duty and for serving as a subpoenaed witness in an official proceeding. An employee shall receive his/her regular pay during the time period directly related to jury duty, not to exceed pay for eight hours of work per day.

In order to receive pay for the period of jury duty or for service as a subpoenaed witness, an employee shall provide documentation of his/her service from the applicable Court or legislative or administrative body.

No employee shall be terminated as a result of the time spent on jury duty or for service as a subpoenaed witness in an official proceeding.

- 2.1.1 No benefits under this policy shall be granted to an employee who is a party or has a monetary interest in a civil or criminal suit, except when acting in his/her capacity as an employee. In such a case, leave shall be without pay, but the employee shall still have reinstatement protection upon return to work with a valid subpoena.
- 2.1.2 An employee excused or released upon completion of jury duty or service as a subpoenaed witness shall immediately report back to his/her workstation.
- 2.2 Voting. A City employee is allowed and encouraged to vote and shall not be prevented from voting. An employee may miss work with pay to vote in a public governmental election, *unless* the polls are open for voting on election day two consecutive hours outside of the employee's scheduled working hours on that day.