

Adopted 8/95

Revised 12/94

1/02

**Subject: PERSONNEL POLICY #18A**  
**CIVIC DUTY**

Regular full-time and part-time employees become eligible for paid civic duty time after 90 days of continuous employment.

**Civic Duty Use**

Choices In Community Living provides employees with paid civic duty time when they must miss regularly scheduled hours for up to three weeks when called to serve on a jury or subpoenaed to appear in court as a witness.

**Civic Duty Requests/Approvals**

Choices In Community Living requires employees to request civic duty time with as much advance notice as possible and acquire their supervisors' approvals. Choices In Community Living may require employees to provide documentation substantiating the nature of the requests.

**Civic Duty Pay**

Choices In Community Living will pay for employees' regularly scheduled hours on the day(s) missed for approved civic duty time up to three weeks, less any compensation received as a juror. Choices In Community Living may require employees to provide a statement from the Clerk of Courts documenting their actual hours and/or compensation for jury duty prior to paying approved civic duty time. Civic duty hours do not count as actual hours worked and are not considered in overtime calculations.