CIVIL LEAVE

1) Permanent employees who are called to jury duty or subpoenaed to attend court or certain administrative hearings may be granted civil leave with pay. The appropriate leave code for civil leave is on the back of the leave request form.

2) Employees must obtain advance approval for civil leave from the supervisor and must provide evidence that the absence is required.

3) Civil leave will not be granted in cases in which the employee volunteered for jury duty or has been subpoenaed as a party to a civil or criminal court proceeding.

4) Civil leave may be granted to perform fire fighting duties, emergency medical technician duties, Civil Air Patrol activities, or emergency management rescue duties during a fire, flood, hurricane, or other disaster.

5) Certified Red Cross disaster relief volunteers may be granted civil leave to perform disaster relief work for the Red Cross during a state of emergency declared by a Governor.
   a) The employee must request approval from the supervisor in advance.
   b) The employee must provide a statement from his/her unit explaining the possible need for his/her participation.
   c) Upon return to work, the employee must furnish a written statement from the organization s/he served, certifying his/her activities during the period of absence from work.

6) For further information on civil leave, consult the Human Resources Office or the Commonwealth’s Leave and Holiday Manual M505.7