

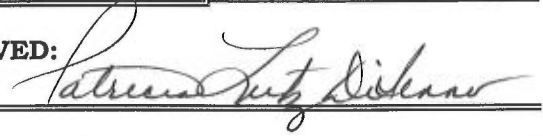
NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	3.09
PAGE	1 of 1
DATE	05/01/01

SUBJECT: LEAVES FOR COURT APPEARANCES FOR
NON-COUNTY RELATED BUSINESS

APPROVED:



OBJECTIVE: To further define and explain the method by which an employee requests leave to cover court appearances due to non-County related business, the status of employee benefits as a result of this leave and any other information pertinent to obtaining a leave for such court appearances.

STATEMENT: Employees who receive subpoenas to appear as witnesses before a court, public body or commission on non-County related business shall be granted a leave to appear in court.

Procedure: In order to receive approval to be absent from the work site to appear in court on non-County related business, the employee should submit a written request and a copy of the subpoena through the immediate supervisor to the department general manager or row officer. Approval for leave will rest with the departmental general manager or row officer. Any employee subpoenaed to appear before a court, public body or commission on non-County related business during the employee's normal workday will not be paid for those hours of absence unless the employee elects to utilize vacation, compensatory time, or personal leave. If the employee desires to utilize one of these methods of pay, that should be communicated at the time the request is submitted. No other benefits will be affected.

Benefit Status: Employees covered by the FOP and Deputy Sheriff collective bargaining agreements shall be paid the difference between their regular salary and any rate compensation granted when subpoenaed to appear before a court, public body, or commission in conjunction with non-County related business.

REQUIRED ACTION: The Chief Human Resources Officer, department general managers and row officers shall be responsible for the implementation of and compliance with this policy.

Established: 07/14/87
Revised: 01/01/96
Revised: 09/01/97
Revised: 05/01/01