

FINANCE AND ADMINISTRATION DEPARTMENT

Subject:	Court Related Absences	No.	FA-610.00
		Effective Date:	April 15, 2005
Issue Date:	April 15, 2005	Revision No.:	

1. PURPOSE

To supplement and clarify the Mayor's Policy on Court Related Absences (No. 603.00).

2. SCOPE

This policy applies to all Department of Finance and Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

3. POLICY

It is the policy of the City of Houston to honor all valid summonses and court orders and to compensate employees for court related absences only when the court appearance is in response to a summons for jury duty or is otherwise consistent with City related business.

4. PROCEDURES

Employees summoned to appear for jury duty shall be required to validate a request for paid leave.

- 4.1 Summons to appear – as soon as an employee receives a summons to appear for jury duty, employee must fill out a Leave Authorization Request (Form 206) to request 'Jury Duty' leave. Employee may be requested to reschedule jury duty if their presence is required at the City on the original date / time of the summons.
- 4.2 Proof of summons – A copy of the summons should be attached to the Form 206.
- 4.3 Court instrument – Court attendance slips, signed by the officer of the court are available in all jurisdictions by request. It is the employee's responsibility to obtain a signed court instrument, indicating the time released from jury duty. Employee should ensure that the signature of the officer of the court and the released time are indicated on the attendance slip prior to departing the courtroom.
- 4.4 Validation of time spent in court – compensation of time spent in court will be determined by the validation of time spent in court identified on the attendance slip. Compensation will not be authorized without validation.
- 4.5 An employee is expected to return to work to complete his/her regularly scheduled work day if: 1) at least three (3) hours remain in the regular scheduled work day, and 2) the proximity to the work place makes the return to work reasonably feasible. Employee should contact their supervisor to get oral approval if based on their judgment it's not reasonably feasible to return to work, and make note on Form 206.

Approved: 	Date Approved:	Policy No. FA-610.00
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- 4.6** Leave Authorization Request (Form 206) – a final Form 206 verifying Jury Duty will include: 1) a copy of the summons to appear for jury duty and 2) the original court instrument indicating the time released from jury duty and signed by an officer of the court.
- 4.7** Subpoenas, summons, or other such court ordered appearances shall be treated in the same manner as jury duty (and the employee shall be paid for the day(s) spent in court) only when such an appearance is related, directly or indirectly, to City business or to the employee's role as a City employee.
- 4.8** Similar restrictions of being related to City business shall apply when an employee is called upon to offer testimony, to act as a witness, to give deposition testimony, to attend consultations with City Attorney or to provide answers to interrogatories, or to otherwise appear before a board, commission, or agency, committee or subcommittee, or other official body of the city, state, or national government.
- 4.9** Leave for court related absence(s) not City business should be requested under F&A-602.01-R2, Vacation Leave Policy, and, if authorized, should be charged against accrued vacation or other authorized accrued leave.

5. POLICY EXCEPTION

Policy exception and/or violations shall be brought to the attention of the Director for review and recommended course of action.