

Fort Knox CPAC...



HR Tip of the Week

Court Leave --

Employees, who are summoned to perform jury duty, or to serve as a witness in a nonofficial capacity for the United States, District of Columbia, or a state or local government, are entitled to be absent without loss of pay or charge to annual leave. This absence is called Court Leave and must be annotated as such when reporting time and attendance.

When called to jury or witness duty, the employee must provide the summons or other official request to the supervisor. Documentation verifying attendance in court must be provided when the employee returns to duty from court leave. Court leave is only granted for the days and hours an employee would otherwise be in a pay status. If excused by the court before the end of their duty day, the employee must contact their supervisor to determine if they are required to return to work for the remainder of the duty day.

Employees who are summoned as a witness in an official capacity on behalf of the Federal government is on official duty, not court leave. Employees are not entitled to court leave to participate in judicial proceedings between private individuals or companies that do not involve the United States or a state or local government.

Since employees are receiving full pay and benefits while on court leave, they must reimburse the Federal government for any fees they receive as a juror or witness. Employees may keep any part of the payment that is for expenses such as mileage, meals, and lodging.

Look for our next HR Tip regarding Designation of Beneficiaries