



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 10**

**COURT TIME**

These administrative instructions set forth policy with regard to non-temporary full-time and non-temporary part-time non-bargaining employees who are required to participate as either jurors or witnesses in court proceedings. This policy does not apply to temporary hires as they are not guaranteed a certain number of work hours each week.

**INSTRUCTIONS**

A. An employee called for jury duty or subpoenaed as a witness shall be granted a paid leave of absence for the period of jury or witness service that occurs during the employee's regular hours of employment. An employee must present verification of:

1. His call to either jury or witness duty; and
2. If a witness, that his testimony was within the scope and nature of his employment with the City and not of a personal nature.

While serving as either a juror or witness an employee will be maintained on the regular payroll, and shall be paid for the hours served as either a juror or witness. However, the employee shall remit any jury or witness fee to the City's Finance Director, providing the service was performed during the employee's regular work shift and the fee received does not exceed the wages paid to the employee by the City. When the fee received exceeds the wages paid to the employee by the City, then only that portion of the fee, which is equal to the wages paid by the City, shall be remitted to the City. Any hours credited as jury duty or witness duty shall be counted as hours worked in computing entitlement to overtime.

B. An employee who is required to appear in court for reasons outside the scope of his/her employment shall be allowed to use accrued but unused vacation leave, personal business leave, compensatory leave, or if the employee does not have sufficient accrued leave he/she shall be granted an excused absence (without pay) provided that:

1. Documentation is provided in the form of a subpoena or a letter from a participating attorney; and
2. The request for leave is made to the appropriate supervisory person at least twenty-four (24) hours in advance of the court date.

  
John B. Quinn  
10-10-05  
Date