

Subject: MISCELLANEOUS LEAVES WITH PAY

Date: July 10, 1993

Pages: 1 of 1

Replaces Policy Dated: N/A

PURPOSE: To establish policy for Pinal County employees covering leaves with pay for Jury Duty, Witness Duty, Voting, and Administrative Leave.

SCOPE: This Policy applies to all full-time (regular and probationary), part-time, and temporary employees.

Jury Duty - An employee summoned for jury duty shall appear as required for such duty. The employee must remit his/her fee for such duty; not including any mileage reimbursement paid by the court, to the Pinal County Finance Department, otherwise an equivalent deduction will be made from the employee's salary.

Witness Duty - An employee summoned by subpoena to testify, as a witness in a judicial proceeding shall appear as required for such duty. The employee must remit any fee for such duty, not including reimbursement for travel; subsistence or lodging, to the Pinal County Finance Department, otherwise an equivalent deduction will be made from the employee's salary.

Voting - Pinal County employees may be allowed up to two (2) hours with pay to vote in primary and general elections in which they are qualified to vote within the State of Arizona.

Administrative Leave - Such leaves with pay are granted by the County Manager or designee in emergency conditions such as weather, fire, or flood; in a declared state of emergency, disaster, or grief; or for reasons, either collective or individual, deemed for the good of the County as determined by the County Manager.