

# MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 8.7 CIVIC DUTY LEAVE

EFFECTIVE DATE: 02/09/2017  
REVISED DATE: 01/07/2020

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Employees shall be given time off when performing any of the following:

- A. Jury Duty. Employees receiving time off with pay for jury duty shall be required to pay the Superior Court the stipend received for jury duty. Employees may keep per diem and mileage allowances.
1. Employees must provide a copy of the jury duty summons to their supervisor within two (2) working days of receipt so the supervisor can make arrangements to accommodate the employee's absence.
- B. Witness. Leave for an employee who has been subpoenaed to appear as a witness before any court or administrative, executive or legislative tribunal when it relates to Superior Court or County business, the employee shall be entitled to civic duty leave with pay. The Department Head may require such employee to submit substantiating evidence and may disapprove the request if the evidence is not adequate.
1. When it is due to a personal, commercial, or business transaction, or due to the employee's own actual or alleged unlawful conduct or misconduct, employee shall not be entitled to civic duty leave with pay.
  2. Employees shall provide a copy of the subpoena to their supervisor within two (2) business days of receipt so the supervisor can make arrangements to accommodate the employee's absence. An employee provided leave under this section is expected to report to work whenever the Court schedule permits.
  3. An employee who is paid a fee for an appearance as an expert witness while on civic duty leave shall remit such fee to Mohave County, unless PTO or unpaid leave is utilized.
- C. Voting. An employee shall be allowed necessary time off without loss of pay or leave time for the purpose of voting in a state, federal or a tribal election when the polls are not open at least three hours before or after the employee's normal scheduled hours of work. If approved, the Department Head may specify whether the time shall be taken at the start of or at the end of the workday.
1. Requests for time off for voting shall be made by the Friday prior to the day of election, and the Department Head may specify the hours during which an employee may be absent. An employee may be required to provide evidence of eligibility to vote prior to an approval for time off.
- D. Civic Duty Leave shall be allowed only to the extent that it will ensure payment for up to the employee's budgeted hours of their position.