

WITNESS DUTY 307

Effective Date: 02/01/2016

Cass County encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Cass County, they will receive paid time off for the entire period of witness duty.

Unless a law would require otherwise, employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Cass County. Employees are free to use any available paid leave benefit to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.