

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 03.13 DATE: December 13, 2022 SUBJECT: Personnel TITLE: Civic Leave FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS .08A, .08E; ADs 03.01, 03.06, 03.09, 03.14; Employees Relations Manual Section H-06, www.askanne.aacounty.org/employee-relations-manual/; Anne Arundel County Code, Article 8, Section 1-305(c); www.askanne.aacounty.org/employee-relations-manual/.
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish guidelines for the use of civic leave.
- IV. Policy:
- A. Employees who are required to perform emergency civilian or military duties in connection with a declared national or civil defense emergency shall be entitled to leave and pay as defined in the County Code, Article 8, Section 1-305 (c). Civic duties are defined as (but not limited to) Military duty, Grand Jury duty, Jury duty or voting in a local, state or federal election as required by law.
 - B. An employee shall furnish his/her Supervisor with copies of his/her orders for civic duty upon notification to allow for necessary scheduling change or shift coverage. The supervisor shall forward a copy of the orders to the Management Assistant II (MA-II)-Personnel.
 - C. When appropriate, the Supervisor shall verify the employee has been required to perform such duty.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein,
Superintendent

Rescinds: AD 3.13 dated September 20, 2004
AD 03.13 dated September 9, 2011