

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO. 03.16 DATE: March 3, 2023 SUBJECT: Personnel TITLE: Jury/Court Leave FOR PUBLIC RELEASE: Yes
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- I. Reference: Anne Arundel County Code § 6-1-305(b)(1); Memoranda of Agreements between Anne Arundel County and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc., Local 582 of the American Federation of State, County and Municipal Employees AFL-CIO (Affiliated with Maryland Public Employees' Council 67), Local 2563 of the American Federation of State, County and Municipal Employees AFL-CIO (Affiliated with Maryland Public Employees' Council 67), Teamsters Union Local 355, International Union of Police Associations Local 141, AFL-CIO

- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)

- III. Purpose: To establish guidelines for leave due to jury duty or appearances before a court, public body or commission.

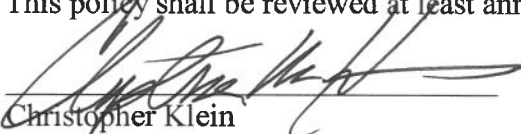
- IV. Policy:
 - A. Jury Leave
 1. A non-represented employee who serves as a member of a jury may be absent from work without loss of pay or charge to leave.
 2. A non-represented employee shall be required to demonstrate s/he has been called for duty.
 3. If the non-represented employee is released by the court for a day or substantial portion of a day, the employee shall return to duty. Failure to return to duty when possible shall result in charge to annual leave and/or discipline.
 4. Jury leave for represented employees shall be governed by their applicable labor agreement.
 5. Supervisors shall ensure the designated timekeeper is advised of this duty to accurately record the leave code.

 - B. Court Leave
 1. A non-represented employee who is to appear before a court, public body or commission in connection with County business, may be granted the

necessary time off from regularly scheduled hours of work without loss of pay or charge to leave.

2. A non-represented employee scheduled to appear before the aforementioned bodies shall submit the Summons or appropriate document to his/her supervisor to allow for the necessary scheduling change.
3. Court leave for represented employees shall be governed by their applicable labor agreement.
4. Employees who are required to appear in court on their own behalf, for personal interests (i.e., divorce hearing, child custody hearing or worker's compensation hearing) must request annual leave or personal leave to cover their absence from work.
5. Supervisors shall ensure the designated timekeeper is advised of employee's court appearance to accurately record the leave code.

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



Christopher Klein
Superintendent

Rescinds: DCR 40-18, dated August 27, 1990
AD 03.16 dated September 20, 2004