



**CIVIC LEAVE POLICY**

<b>Policy Topic:</b> Civic Leave
<b>Policy Contact:</b> Human Resources
<b>Version:</b> II
<b>Effective Date:</b> 8/23/17
<b>Approved By:</b> HR/Legal/City Manager

**Application**

The provisions in this policy apply to all classified, full time employees that work for the City of Waynesboro.

**Statement of Policy**

Paid civic leave will be granted to employees:

- As required by a summons to jury duty.
- To appear as a crime victim or as a witness in a court proceeding or deposition as compelled by a subpoena or summons.
- To serve as an officer of election.
- To attend his or her own naturalization ceremony.

**Approval Process**

In order to receive paid civic leave, an employee must be working or on paid leave. Individuals who are on leave without pay are not eligible for paid civic leave. Leave must be approved by the supervisor and may require the consent of the department head, city manager, or their designee.

Employees may be responsible for:

- Providing appropriate supporting documentation when needed.
- Informing their supervisor of the need for leave, specific nature of the civic obligation, and for giving as much notice as possible to their supervisors in advance of the occasion.
- Returning to work as appropriate when the approved activity ends and for notifying their supervisors if they are unable to return to work as expected.

**Interpretation and Administration**

The City Manager and Human resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Change Description</b>
8/23/17	II	Nichole Nicholson	Updated policy and provided further clarification around the policy's purpose and administration.