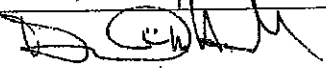
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Civil Leave	
			Number: Article VII; Section 24	Revisions:
	Supersedes:	Approved By: 		

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 24. Civil Leave

A Town employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the Town any witness fees or travel allowance awarded by that court for court appearances in connection with official duties. While on civil leave, benefits and leave shall accrue as though on regular duty.

Employees in court for their own case or appearing voluntarily as a witness in another person's case must use annual leave or leave without pay for their time in court.