

## CIVIL LEAVE

When a regular employee is called to serve for jury duty or is appointed to serve as a clerk or a judge on an election board or counting board (applies to deputized volunteers for election duty as well), he/she is entitled to any fee paid to him/her as a result of this service in addition to receiving paid civil leave.

Paid leave may also be granted to an employee when he/she is called to perform emergency civilian duty in connection with a natural disaster such as a flood or tornado, or for emergency civilian duty in connection with national defense if the performance of such service is required during the employee's working hours. This should not be confused with leave for military duty in connection with national defense or natural disasters.

When a regular employee is subpoenaed to appear in court on behalf of the State, in addition to receiving paid civil leave, he/she will also receive pay for travel and subsistence when it is required. An employee who is required to appear in court as a plaintiff or defendant on a personal matter may be granted vacation leave or leave without pay for this purpose. Up to two hours of civil leave with pay may be granted to an employee for the purpose of voting, provided that the employee does not have sufficient time before or after working hours to cast a ballot.

Pursuant to Neb. Rev. Stat. 81-1391, an employee who is a certified disaster service volunteer of the American Red Cross, with the authorization of his or her supervisor, may be granted a leave not to exceed fifteen working days in each year to participate in specialized disaster relief services in Nebraska for the American Red Cross, upon the request of the American Red Cross, without loss of pay, vacation time, sick leave, or earned overtime accumulation.