

## Civil Leave

### A. POLICY:

It is the policy of the University of Virginia Physicians Group, (“UPG”), to provide full time, non-temporary employees the ability to use civil leave.

### B. PROCEDURE:

The following absences may be approved as civil leave when approved in advance by the supervisor and when the required time away from work is supported by a subpoena or other court related document:

- Serve on a jury;
- Appear as a witness in a court proceeding or a deposition as compelled by a subpoena or summons;
- To accompany a minor child to court as the parent or court appointed legal guardian when the child is legally required to be present in court (if supported by a letter from the court or the attorney in the case requesting his or her presence).

Civil leave will not be granted for employees to appear in court for criminal proceedings in which the employee is a criminal defendant, including traffic violations, or to appear in civil proceedings in which the employee is a party, including divorce. If the legal duty is completed before the end of the employee’s normal work schedule, the employee is expected to return to work for the remainder of his or her work schedule. Reasonable travel time to and from the court may be included as Civil Leave if requested and approved in advance by the employee’s supervisor.

The employee is required to submit verification of jury pay to his or her supervisor. The supervisor is responsible for submitting this documentation to UPG Payroll. The employee will be granted the difference between his or her normal pay (excluding any pay for incurred expenses i.e. travel reimbursement, meals, etc.) and jury pay on an hour-for- hour basis.

If an employee is subpoenaed to serve as a witness in his or her role at UPG, the absence will be considered time worked and will not be recorded as Civil Leave.

### C. CROSS REFERENCED MATERIALS:

### D. FORMS: N/A

### E. SCOPE:

This policy and procedure gives direction to employees for the use of civil leave.

### F. ADMINISTRATION:

This policy and procedure will be administered by Human Resources and Development and will be reviewed on a periodic basis.

**G. DISTRIBUTION:**

To all UPG employees.