


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Court Duty Leave Of Absence</i></p>	 <p>900.408</p>

PURPOSE:

Employees who are victims of crimes or who are witnesses responding to a subpoena shall not suffer any change in terms of employment solely due to responding to the subpoena or, in the case of victims, appearing at trial. Employees classified as regular full-time and regular part-time working at least 20 hours per week will be eligible for paid court duty leave in accordance with the following policy.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Any Fire Department employee, who is summoned to appear for jury service or serving as a member of a jury panel for the Federal Government, the State of Wyoming, other State, or a political subdivision thereof, and is thereby prevented from performing assigned job duties, shall be granted a leave of absence with pay during the performance of such obligations.

- B. Any Fire Department employee who is a crime victim, or subpoenaed to appear as a witness to testify for the Federal Government, the State of Wyoming, other State, or a political subdivision thereof, and is thereby prevented from performing assigned job duties, shall be granted a leave of absence with pay for the performance of such obligations provided such testimony is related to their current employment or is a crime victim and subpoenaed to appear as a witness to testify for the Federal government, State of Wyoming, other State or a political subdivision thereof. Employees who are not eligible for paid leave under this policy, but otherwise meet the requirements for leave, shall be granted unpaid leave or may choose to take any vacation, holiday, or compensation time for the period of the absence.

- C. If employees are excused from court duty during their regular work hours, they are expected to report to work promptly.

- D. All Compensation the employee receives for attending court is to be submitted to the Fire Department unless the employee chooses to take vacation, holiday, or compensation time for the period of absence. Any per diem or expense reimbursement the employee may receive shall be retained by the employee.

<p>Initial Approval: March 28, 2007 Revision Date: 3/16/2011</p>	<p>Page 1 of 1</p>	<p>Sam Saunders, Chairman ORIGINAL SIGNED</p>
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