

EMPLOYEE ABSENCES FOR COURT-RELATED SERVICES

Nature of Service:	Type of Absence:			Disbursement of Fees Received:		Reimbursement for Travel Expenses:	
	Excused Absence*	Official Duty	Annual Leave or LWOP	Employee Retains	Gives to Agency	No	Yes
I. Jury Service							
A. U.S. or D.C. Court	X	---	---	---	---	X	---
B. State or local court	X	---	---	---	X	X	---
II. Witness Service							
A. On behalf of U.S. or D.C. Government	---	X	---	---	---	---	X
B. On behalf of State or local Government:							
1. in official capacity	---	X	---	---	X	---	X
2. not in official capacity	X	---	---	---	X	X	---
C. On behalf of private party:							
1. in official capacity	---	X	---	---	X	---	X
2. not in official capacity:							
a. when a party is U.S., D.C., or State or local Government	X	---	---	---	X	X	---
b. when a party is not U.S., D.C., or State or local Government	---	---	X	X	---	X	---

* An employee eligible for an excused absence for court-related services who is on annual or sick leave when performing court-related service will have excused absence substituted for the period of court-related service performed. If an employee who is otherwise eligible for an excused absence is in nonpay status (furlough, LWOP, etc.) when he/she performs court-related service, the employee cannot be granted an excused absence.

** The amount of travel expenses to be reimbursed will be offset by the amount of the fee paid by the court, authority, or party which caused the employee to be summoned.