

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # HR 3
Title: Civil Leave		
Effective Date: October, 1996	Administering Authority: Human Resources Dir.	
Revisions:		
Statutory Authority (if applicable): G.S. 126		

Purpose: Guidelines for Jury Duty or when subpoenaed as a witness.

Policy:

It is the policy of the Department of Commerce to approve leave with pay for career, probationary, and trainee employees when serving on a jury or when subpoenaed as a witness in accordance with State policy. The time allowed shall be the actual time served and travel time to and from the place of court.