	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR331
		Effective Date	April 1, 2006
	<u>Subject</u> CIVIC RESPONSIBILITY LEAVE	Page	Page 1 of 5
		Supersedes	October 1, 2003

## **POLICY**

It is the policy of Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) to grant paid leave in instances where compelling reasons and circumstances require an employee's absence to attend to civic responsibilities. This includes:

1. Court Appearances
2. Jury Duty
3. Voting - Election Day
4. Volunteer Disaster Service Leave

## **ELIGIBILITY**

Eligibility for paid leave is limited to regular full-time and regular part-time employees whose normal work schedule is 20 or more hours per week.

## **PROVISIONS OF LEAVE**

### **1. Court Appearances**

- a. Serves as a Court Witness for JHHSC/JHH matters.


Regular pay will be provided for employees required or subpoenaed by JHHSC/JHH to testify as a witness in a court case involving JHHSC/JHH for matters.

- b. Serves as a Court Witness for non-JHHSC/JHH matters.

An employee must use their accrued leave, or take leave without pay, when subpoenaed as a witness involved in personal litigation or serving as a witness for non-JHHSC/JHH related matters.

### **2. Jury Duty**

- a. The employee will notify their supervisor immediately upon receipt of a Juror Qualification form and/or a notice to report for jury duty. The notice will be copied and filed in the employee's file. If an employee learns that they do not have to report for Jury Duty the next day, he/she must report to work for their regular shift the next day.
- b. An employee who serves on jury duty will be compensated by JHHSC/JHH in the amount of his/her regular rate of pay up to maximum of their regularly worked shift (including shift differential for employees regularly scheduled only on evening or night shifts). Employees who regularly work on night shift will be excused on the night preceding Jury Duty.
- c. Whenever an employee is temporarily excused from such Jury Duty by the court on his/her scheduled workday after his/her work shift has started, he/she shall advise their supervisor as promptly as possible and stand ready to report for

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work if requested by their supervisor. The employee is also expected to call and verify whether or not he/she must report for Jury Duty the next day and advise their supervisor prior to his/her shift.

- d. Upon request, and after completion of Jury Duty, the employee may be required to submit evidence of having served on the jury for the time claimed.
- e. The Manager/Director may request an exemption of the employee from such Jury Duty service if, in the opinion of the Manager/Director, the employee's services are essential at the time of proposed jury service.

Under Maryland and Federal law, the only persons exempted from any Jury Duty are members of the armed services, members of police or fire departments and public officers of any branch of Federal, or Local governments who are actively engaged in the performance of their official duty. Hospital employees are not automatically exempt from Jury Duty.

In the event that the department desires to have an employee exempt from jury service, the following procedure should be followed:

**Federal Court**

A letter should be sent by the requesting department to the clerk of the court requesting exemption from jury service. If the request is denied by the clerk, and the department considers it important, the Manager/Director should inquire as to whom the Jury Assignment Judge is for that term. A request for exemption should then be made to the Jury Assignment Judge or, in the alternative, to the Chief Judge of the United States District Court for the District of Maryland.


**State Court**

The Manager/Director will complete the form which was received by the employee from the Jury Commissioner of the particular jurisdiction (county or city) requesting the employee for Jury Duty. It is also suggested that the department call the Jury Commissioner of the particular jurisdiction and attempt to explain the situation. If the employee is still required to serve on the jury, the department should then write to the Chief Judge of the particular circuit involved and request exemption of the employee from jury service.

The Manager/Director should not require that an employee work his/her normal shift if he/she has been serving on Jury Duty for an entire day.

**Pay Computations**

Paid leave, defined herein, will be at an employee's regular rate for the hours they are regularly scheduled to work, (including shift differential for employees regularly scheduled to work only evening and/or night shifts). Hours served on Jury Duty will be included as hours worked for the purpose of calculating overtime.

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## **RESPONSIBILITIES**

### **Employee**

1. Responsible for immediately providing supervisor/manager with the subpoena requiring a court appearance, or with the Juror Qualification form.
2. Upon request, and after completion of Jury Duty, the employee may be required to submit evidence of having served on the jury for the time claimed.

### **Supervisor/Manager**

1. Ensures validity of subpoena or Juror Qualification form.
2. Discuss possible request for exemption from Jury Duty with the Department Director.
3. Records time off for jury duty on payroll time sheet/Kronos/Nightingale.

### **Department Director**

Determines whether to request an exemption of the employee from Jury Duty if, in the opinion of the Director, the employee's services are essential at the time of the proposed jury service.

### **HR Service Center/Benefits**


Responds to employee and supervisor/manager questions as needed.

### **3. Voting - Election Day**

- a. An employee who is a registered voter in Maryland must, pursuant to Maryland law on election day, have "two hours of continuous time off-duty" in order to vote during the time the polls are open. For statewide elections, the polls in Maryland are open from 7:00 a.m. to 8:00 p.m.
- b. Off-duty time prior to or after work (shift) is to be considered when determining the two hours of continuous time off-duty (e.g., an employee regularly scheduled to work between 8:30 a.m. and 5:00 p.m. will have more than two continuous time off-duty hours, and will not be eligible for paid leave).

### **4. Volunteer Disaster Service Leave**

- a. Disaster volunteer leave may be granted for up to two weeks per incident and a maximum of 20 workdays in a 12-month period. Employees may be considered

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for leave in order to participate in disaster relief activities based on the following conditions:

1. A national or state disaster must be declared and service may be requested by agencies such as American Red Cross, the Center for Works, Internal Rescue Committee or Critical Event Preparedness and Response (CEPAR).
2. Employees are not covered by Johns Hopkins malpractice or Workers Compensation, while using PTO or any other leave time for disaster (see attached form that employer must sign regarding Worker's Compensation).
3. Employees must submit a written request for disaster volunteer leave along with supporting documentation to their supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis.
4. Management may deny the leave based on the operational needs of the department/employer.
5. Employees who are appointed to work less than 40 hours a week, but at least 20 hours a week may use disaster service leave on a prorated basis.
6. If you are representing Hopkins through CEPAR, we may replenish the PTO used for the disaster leave. This will be determined at the time of the incident.

### **Eligibility**

- Have one year or more of service with JHHSC/JHH
- Have supervisor's approval
- Must not place a hardship on the work unit
- Work can be covered by the work unit
- Must be in good standing with no disciplinary action
- Full-time and regular part-time employees who work 20 more hours a week
- Must have adequate amount of PTO to cover leave or take unpaid leave


### **Responsibilities**

#### **Employee:**

Must immediately provide supervisor/manager with a written request and any supporting documentation for leave.

#### **Supervisor/Manager:**

1. Responsible for approving or denying leave request; communicates decision to the employee; ensures the employee's duties are adequately covered during employee's absence
2. Ensures proper recording of leave
3. Advises HR Service/Benefits of the leave
4. Responds to questions as needed
5. Replenishes PTO hours, if applicable

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**REFERENCES**

Code of the State of Maryland, State Personnel and Pensions, Section 9-1102.

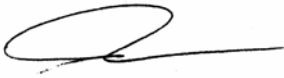
**SPONSOR**

Vice President, Human Resources

**REVIEW CYCLE**

3 years

**APPROVAL**



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Vice President, Human Resources

Date

**Amendment Record**

Date	Page	Details of Amendment
10/1/03	1	Inclusion of Disaster Leave Service
10/1/03	2	Added to Jury Duty 2(b) "up to maximum of their regularly worked shift"
10/1/03	2	Deleted from Jury Duty 2(b) "up to a maximum of eight (8) hours per day"
10/1/03	2	Added to pay computation "Hours served on Jury Duty will be included as hours worked for the purpose of calculating overtime."
10/1/03	3	Inclusion of Disaster Leave Service