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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Court Mandated Leave  
**POLICY NUMBER:** 7060

**7060.1** This policy shall apply to probationary and permanent employees in all classifications.

**7060.2** An employee summoned for a court mandated appearance where the employee is not the litigant will immediately notify his/her immediate supervisor or management staff. Court summons documentation must be submitted to the District to be eligible for Court Mandated Leave

**7060.3** While serving a court mandated appearance, an employee will be given a paid leave of absence for the duration of said mandated length. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.