

<b>EXAMPLE 15:</b>	<b>Civil Leave (Jury Duty) on Friday 8a-12p</b>
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- Employee regularly scheduled Mon-Fri, 8am-5pm (one hour lunch).
- Employee worked 2 additional hours on Tuesday.
- Employee was on Jury Duty Friday morning until Noon, then worked from 1pm to 5pm.
- The hours on Jury Duty that occur during the employee's regular work shift qualify for Civil Leave.
- Unlike Vacation or Sick Leave, Civil Leave hours are not offset by additional hours worked and are paid at straight time. (See the "Determining Time Worked" policy for more information.)
- The employee receives 42 hours of straight-time pay (38 hours worked plus 4 hours Civil Leave).
- The 2 additional hours must be paid and cannot be considered comp time or overtime (1.5x) pay; however, management could have reduced the employee's work schedule in order to avoid the additional hours of pay.

**PAPER TIMESHEET:**

DAY	NSPP	CSPP	Coded	Pay Code	NOTES	
MON	8.0				OT Hours:	-
TUE	10.0				Hol. Prem Hrs:	-
WED	8.0				Hol. ETO:	-
THU	8.0				AW ETO:	-
FRI	4.0		4.0	C	CTO:	-
SAT	-				TTO:	-
SUN	-				OCTO:	-
<b>TOTAL</b>	<b>38.0</b>	<b>-</b>	<b>4.0</b>	<b>Work Week Total</b>	<b>42.0</b>	

<b>EXPLANATION:</b>	
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**TIM SYSTEM:**

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	12p	1p	5p	8.0	8.0		
TUE			7a	12p	1p	6p	10.0	18.0		
WED			8a	12p	1p	5p	8.0	26.0		
THU			8a	12p	1p	5p	8.0	34.0		
FRI	Civil	4.0						38.0		
FRI			1p	5p			4.0	42.0		
<b>TOTALS:</b>		<b>4.0</b>					<b>38.0</b>	<b>42.0</b>	<b>-</b>	
<b>Total Pay Hours Worked:</b>			<b>38.0</b>				<b>AW ETO:</b>	<b>-</b>	<b>CTO:</b>	<b>-</b>
<b>Total Pay Hrs (not worked):</b>			<b>4.0</b>				<b>H.Prem:</b>	<b>-</b>	<b>TTO:</b>	<b>-</b>
<b>Hrs Eligible for OT Pay:</b>			<b>-</b>				<b>Hol ETO:</b>	<b>-</b>	<b>OCTO:</b>	<b>-</b>