

EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES

Nature of Service	Type of Absence			Fees			Government Travel Expenses	
	Court Leave	Official Duty	Annual Leave or LWOP	No	Yes		No	Yes*
					Retain	Turn in to Agency		
1. Jury Service								
U.S. or D.C. Court	X			X			X	
State or Local Court	X					X	X	
2. Witness Service								
a. On behalf of U.S. or D.C. government		X		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., state, or local government	X					X	X	
(b) When a party is not U.S., D.C., state, or local government			X		X		X	

*Offset to the extent paid by the court, authority, or party that caused the employee to be summoned.