

EMPLOYEE ABSENCES FOR COURT-RELATED SERVICES

Nature of Service				Type of Absence			Fees			Government Travel Expenses Paid **	
				Court Leave (TC 66)*	Official Duty (TC 01)	Annual Leave, Earned Credit, Earned Comp Time, Earned Travel Comp, and/or LWOP,	No	Yes		No	Yes
								Employee Retains	Turn Into Agency		
Jury Service	U.S. or D. C. Court			X			X			X	
	Court or Local Court			X					X	X	
Witness Service	On behalf of U.S. or D. C. government				X		X				X
	On Behalf of state or local government	In official capacity			X				X		X
		Not in official capacity		X					X	X	
	On behalf of a private party	In official capacity			X				X		X
		Not in official capacity	When a party is U. S. or D. C. or state of local government	X					X	X	
			When a party is not U. S. or D. C. or state or local government				X		X		X

Notes:

* An employee eligible for administrative leave (TC 66) for court-related services who is on annual

leave, compensatory time off in lieu of overtime pay, compensatory time off for travel, credit hours or sick leave when performing court-related service will have administrative leave (TC 66) substituted for the period of court-related service performed. If an employee who is otherwise eligible for administrative leave (TC 66) is in non-pay status (furlough, LWOP, etc.) when he/she performs court-related service, then he/she may not be granted administrative leave (TC 66).

**The amount of travel expenses to be reimbursed will be offset by the amount of the fee paid by the court, authority, or party which caused the employee to be summoned.