



Illinois Department of Corrections

Administrative Directive

Number: 02.65.121	Title: Attendance in Court	Effective: 12/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.65.121 effective 9/1/2002

Authority: 730 ILCS 5/3-2-2 80 IAC 303.180	Related ACA Standards: 5-ACI-1C-01 5-ACI-1C-04
Referenced Policies:	Referenced Forms:

I. **POLICY**

Any employee called for jury duty or subpoenaed by any Legislative, Judicial or Administrative Tribunal, except for personal, non-work related litigations, shall be allowed time away from work with pay.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to provide a written policy for granting employees time off with pay for attendance in court.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Requirements**

1. Employees shall have the option to use their accumulated time and retain any jury duty or witness fee or they may request State-paid time away from work and surrender all jury duty or witness fee to the Chief Timekeeper. If an employee elects to use State-paid time away from work, employee shall:

a. Notify his or her Supervisor in advance of the date(s) of the required absence.

NOTE: All employees who are scheduled to be off on days they are to appear in court may have the days off considered as days worked and receive equivalent days off on their next scheduled work days.

b. Upon receipt of any jury duty or witness fee, the employee shall surrender the fee to the Chief Timekeeper to qualify for the day off with pay. Failure to submit such fees shall

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result in dockage for the time off. (Money received for mileage expenses shall be retained by the employee.)

2. On the date(s) the employee is absent, the timekeeper shall record the employee's absence as "Jury Duty" on the daily time sheet.
 3. Upon receipt of the check from the employee, the Chief Timekeeper shall:
 - a. Record the amount, the check number, the date the check was issued, and the date the check was recorded; and
 - b. Forward the check to the Business Administrator for deposit to the State Treasurer's fund.
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