

## COURT LEAVE MATRIX

NATURE OF SERVICE	TYPE OF ABSENCE	FEES			GOVERNMENT PAYS FOR TRAVEL EXPENSES	
		NO	YES		NO	YES*
			KEEP	TURN IN TO AGENCY		
JURY SERVICE						
U.S. OR DC COURT	COURT LEAVE	X			X	
STATE OR LOCAL COURT	COURT LEAVE			X	X	
WITNESS SERVICE						
ON BEHALF OF U.S. OR D.C. GOVT	OFFICIAL DUTY	X				X
ON BEHALF OF STATE OR LOCAL GOVT :						
<input checked="" type="checkbox"/> IN AN OFFICIAL CAPACITY	OFFICIAL DUTY			X		X
<input checked="" type="checkbox"/> IN A NON OFFICIAL CAPACITY	COURT LEAVE			X	X	
ON BEHALF OF A PRIVATE PARTY IN AN OFFICIAL CAPACITY	OFFICIAL DUTY			X		X
ON BEHALF OF A PRIVATE PARTY IN A NON OFFICIAL CAPACITY :						
<input checked="" type="checkbox"/> WHEN PARTY IS U.S., STATE, OR LOCAL GOVT	COURT LEAVE			X	X	
<input checked="" type="checkbox"/> WHEN A PARTY IS NOT U.S., D.C., OR STATE OR LOCAL GOVT	ANNUAL LEAVE/LWOP		X		X	

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