



Cochise County Board of Supervisors

Public Programs...Personal Service
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Policy Title: Special Leave Circumstances

Policy Number: 2212

Effective: December 16, 2018
Supersedes: *Human Resources Manual*, Administration of Leave Section, Special Leave Circumstances Subsection, Feb 1, 2017; p45-47
Last Reviewed/Updated: January 17, 2019
Scope/Coverage: Cochise County Employees
Policy Contact: Human Resources

I. Civic Duty Leave

A. Jury Duty:

1. The Appointing Authority is responsible for ensuring employees are permitted leave for jury service as provided for in [A.R.S. §21-236](#).
2. Employees who are summoned to serve as jurors in federal, state or local courts are eligible for paid jury leave providing the employee:
 - a. schedules leave in advance by providing a copy of the jury summons to his or her immediate supervisor
 - b. drives a personal vehicle to jury service
 - c. reports for jury duty as scheduled
 - d. remits any supplemental jury service payment (excluding mileage reimbursement) to the finance department

B. Voting:

The Appointing Authority is responsible for ensuring employees are permitted paid leave of no more than three hours to vote pursuant to the limitations set forth in [A.R.S. §16-402](#).



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II. Administrative Leave

An employee may be placed on paid administrative leave when:

- A. it is necessary to suspend work following a declared State of Emergency
- B. the County Administrator and/or Chairperson of the Board of Supervisors determines it is unsafe for employees to report to or remain at their work location
- C. an appointing authority or designee determines it is in the best interest of the County pursuant to the conditions and requirements of [Merit Rule 7.4](#)

III. Bereavement Leave

The appointing authority may approve up to five (5) days paid bereavement leave upon the death of an employee's [immediate family member](#).

IV. Military Leave for Active Service

- A. Appointing Authorities and their designees are required to provide military leave for active service in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and as provided in A.R.S. [§26-168](#), [§ 38-298](#), and [§ 38-610](#).