
JURY DUTY AND SUBPOENAED LEAVE

If staff are called to serve on jury duty, they should notify their supervisors immediately. All employees except Temporary/Substitute employees will be on paid status while on jury duty. Staff will be paid the difference between their regular pay and the amount received as jury pay. A copy of the jury summons must be turned in to your supervisor in order for you to receive pay.

If a staff member is served with a subpoena requiring him or her to serve as a witness, that staff member will be permitted time off to attend hearings/trial without loss of pay or threat of loss of pay or job. Subpoenaed staff will be paid the difference between their regular pay and the amount received as the witness fee. Documentation of witness times and fee must be submitted to your supervisor in order for you to receive pay.

Upon verification from court personnel (i.e., letter from prosecutor/attorney, etc.), victims of a crime may submit a written request for "court attendance" to their immediate supervisor. The supervisor and Executive Director must approve the request. Time off will be charged to accrued vacation time, or the staff member may opt for time off without pay. Staff must provide verification of attendance from court personnel.

Approved by BOD 12/13/1999

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