

### **3.6(5): Jury Leave**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

All employees, who are called for jury duty during working hours, shall be granted paid leave with all benefits for which they are normally eligible.

Employees must notify their manager, supervisor, or department directors as soon as they receive a summons to appear for jury duty. Employees shall receive their regular pay up to eight (8) hours per day for Jury Duty.

Employees shall not receive payment for Jury Duty from the court and from the County. Employees that receive a check from the court shall immediately forward the money to the County. Employees shall contact the Finance Department to make arrangements for signing over a check.

Payment for jury duty earned during holidays while in an unpaid family medical leave status or while on annual leave shall be retained by employees.

#### **Return to Work**

Employees who are released from Jury Duty prior to the end of their work schedule shall contact their supervisor or manager for return to work instructions.

Employees, who are scheduled to work outside of regular County business hours, may not be required to work their work shift immediately following jury duty.

#### **Other Court Appearances**

A required appearance in court arising out of or in the course of employment with the County shall be considered time worked, if the employee reimburses the County any fees received, excluding mileage and parking.

Employees having subpoenaed court appearances that are not related to County employment shall be granted time to be taken as annual, compensatory, administrative, or leave without pay, as determined to be appropriate by the employees' department director.