

## Jury Duty

### 1053.1 PURPOSE AND SCOPE

This policy shall apply to probationary and regular employees in all classifications.

### 1053.2 POLICY

While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty whenever the jury duty occurs during the employee's scheduled working hours. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. Pay for the absence is also conditional upon the employee providing certification of jury service from the court, and the employee's conveyance to the District of any compensation (i.e. Jury Fees) received as a juror, not including any travel pay, meals, and lodging received by the employee for jury service.

### 1053.3 PROCEDURES AND RESPONSIBILITY

An employee summoned for jury duty will immediately notify his/her immediate supervisor and/or the District Administrative Officer. A copy of the Jury Summons shall be provided to his/her immediate supervisor and/or the District Administrative Officer.