

PERSONNEL
JURY DUTY LEAVE

Jury Duty Leave

A full-time employee who is summoned for jury duty or to appear in court as a witness shall be entitled to jury duty leave without loss of accrued leave time. Employees must provide the jury duty summons to their supervisor as soon as possible so that arrangements can be made to cover the absence. A copy of the summons should also be forwarded to Human Resources. An employee will be paid his/her regular salary while on jury duty leave of absence and will also be eligible for employee benefits as if the employee were actively working during an approved jury duty leave. Upon return to work the employee is required to remit compensation paid by the state for jury duty (in the form of a check) to the Association. Failure to remit compensation for jury duty will result in the compensation amount being deducted from the employee's salary.

Authority: BD 5/79
BD 9/94
BD 10/00

Revised: BD 5/10