

6104 Jury and Witness Duty Leave

1. Eligible employees who are called for jury duty, or subpoenaed as witnesses in court trials, receive full continuation of their base pay while performing this duty, subject to the provisions listed below.
2. Eligibility
 - a. Full-time regular benefits-eligible employees who are absent from work in order to comply with an official notice to appear for jury service or a subpoena to appear as a witness are eligible for paid leave of absence while performing this duty. Employees not in the above categories are not eligible for jury duty pay but may take PTO or unpaid leave to perform jury or witness duty.
 - b. This policy does not apply when an employee appears in a traffic or civil court on a voluntary basis and on his or her own behalf.
3. Compensation
 - a. While performing jury or witness duty, an eligible employee may be compensated according to the following options:
 - i. The employee may take the period of jury or witness duty as PTO or an unpaid leave of absence and keep the full amount of any compensation received from the courts; or
 - ii. The employee may receive a continuation of their regular base rate of pay (exclusive of differentials, overtime, or any other form of additional compensation) and turn over to the Director any compensation received by the court, with the exception of reimbursement for meals, parking, or other out-of-pocket expenses not normally incurred by the employee
4. Notification
 - a. Immediately upon receiving notice of impending jury or witness duty, employees are expected to provide their supervisor with a copy of the court order; pay will not be authorized without such documentation.

Approve 06.25.2025