

## **IV. LEAVES OF ABSENCE**

### **C. JURY/WITNESS DUTY LEAVE**

A full-time, regular employee who is summoned to jury duty will continue to receive regular pay during the active period of jury duty. Part-time regular, extra-board and temporary employees are given time off without pay while serving jury duty. The employee is also permitted to retain the allowance received from the court for such services.

If summoned to appear in court as a witness, all employees are allowed unpaid time off or may use accumulated vacation leave. If the witness duty is related to employment, the employee will be allowed time off with pay and will not be required to use accumulated leave and if off duty will be compensated as worked hours.

To qualify for jury or witness duty leave, the employee must submit to the supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to the supervisor when the period of jury or witness duty is completed.