

JURY DUTY

Employees who are called for jury duty and serve in that capacity shall not be financially penalized. Employees shall be granted jury duty leave with pay. Money earned while serving on jury duty shall be remitted to the District.

If an employee is called to report for jury duty, complete appropriate leave request stating date and time reporting for jury duty. Route request through proper channels. Supervisor will ensure employee receives regular pay at time of jury duty service. The Business Office will retain the jury duty leave request until payment is received.

If meals, lodging, travel or other expenses are paid in relation to jury duty, contact the Business Office for proper payment of service.

Once employee receives jury duty payment, employee shall promptly endorse the check and remit to the Business Office.