



## **Jury and Witness Duty Leave Policy**

Regular full-time employees are eligible for paid jury duty leave. If you receive a call to jury duty, please notify your supervisor immediately so that we can plan our work with as little disruption as possible.

Employees with jury duty must provide their supervisor with a copy of the summons. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if necessary. Employees will be paid for the duration of time spent on jury duty.

Regular full-time employees may also be eligible for Witness Duty or Crime Victim Leave. If you are subpoenaed to appear as a witness or otherwise participate in legal proceedings as a crime victim, please notify your supervisor immediately so we can plan our work with as little disruption as possible. Employees will be provided with a maximum of ten (10) days of paid leave witness duty, unless otherwise required by law

Employees with witness duty must provide their supervisor with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call their supervisor as soon as possible and report to work if requested.

Pay under this policy is not counted for purposes of overtime and is computed using the individual employee's base rate of pay and scheduled work hours.