5460 Jury and Witness Duty

Service to the legal court system is one of the civic duties that employees may, from time to time, be called upon to perform. Time away from work is granted with pay during the period of official jury duty or when called as a subpoenaed witness in the capacity of a private citizen.

Procedure

An employee summoned for jury duty or as a subpoenaed witness needs to inform his/her supervisor of the dates and times of the commitment as soon as possible. A copy of the summons or subpoena shall be given to the supervisor.

Upon completion of jury duty, a certificate of attendance form from the Clerk of Court must be submitted to the Human Resources Office.

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