

Jury and Witness Duty Leave

A full-time employee called to jury duty during the regular period of employment will be compensated at their regular rate. When employees are called as a witness in a court case, it is regarded as a civic responsibility; regular pay will be continued for a period not to exceed two weeks. In order to receive compensation for jury or witness duty, employees must submit a copy of the summons to their supervisor, 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. The Human Resource Department should be notified in both instances. Employees may also retain the allowance you receive for such service.