

Jury or Witness Duty

Policy

A staff member who is called for jury duty or as a subpoenaed witness continues to receive full salary.

Procedures

No deduction from salary is made in recognition of any payment received by the staff member from the Court. It is the responsibility of the staff member to notify the supervisor immediately upon receiving notification that they will be required to serve as a juror or witness and to provide proof of the period served. In the case of serving as a subpoenaed witness, the employee is expected to return to work if there are three or more hours remaining in their workday or shift. Any monies received for jury duty must be remitted to Financial Services to replenish the salary budget.

This leave with pay does not normally cover absences for other court appearances as the plaintiff or the accused.