

## Jury Duty

### **1015.1 PURPOSE AND SCOPE**

This policy covers use of civil leave for members called to serve as jurors in a court of law.

Civil leave with pay shall be allowed to permit a member to serve as a juror. This leave is available to members who have jury duty which coincides with a regularly scheduled work day, regardless of the hours worked. If the member is scheduled on their normal days off, no civil leave will be granted.

### **1015.2 CALCULATION OF CIVIL LEAVE**

A member must notify their immediate supervisor prior to taking civil leave and provide proof of compulsion.

Any full court day serving as a juror shall be calculated as a full shift, regardless of the length of the member's normal scheduled shift hours. If less than a full court day, any hours serving as a juror shall be accrued as hour-for-hour adjust time if the hours are outside of working hours on the same calendar day as any shift hours. The adjust time may be taken at a mutually agreeable time during the same pay cycle and before or after the scheduled court day/time.

If reporting for jury duty on the first day as a potential juror, the employee shall be given civil leave for any hours after midnight the morning before reporting in addition to the adjusted hours accrued while serving as a juror.