

JURY DUTY OR WITNESS TO A TRIAL

(Revised 8/25/2026)

Employees will be granted paid time off when summoned to jury duty. Employees called for jury duty or subpoenaed as a witness to a civil or criminal trial, will receive their normal straight time compensation for regularly scheduled hours. All compensation for jury duty can be retained by the employee.

This policy does not apply when an employee is involved as either plaintiff or defendant. Those special cases will be referred to the Director at that time for full consideration of the special circumstances that may be involved.

Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service.