

Personnel

JURY DUTY/WITNESS LEAVE

SR 4600.08

Purpose:To allow employees to fulfill civic responsibilities without financial penalty.

Timeline:Release requested prior to court appearance.

The County Superintendent believes that employees should fulfill their civic responsibilities when summoned for jury duty or witness service.

- For local, state and federal court summons, request for leave shall be made by presenting a copy of the official court summons to the department supervisor.
- Employee must notify supervisor at least two (2) days before the leave is effective.
- Short-term leave is granted for the number of days in attendance in court as certified by the jury commissioners office.
- The employee shall receive full pay while on leave, provided that the service fee and the subpoena or court certification is filed with the time card.
- Reimbursement for mileage may be kept by the employee.
- An employee who has received a leave of absence for jury or witness service shall make him/herself available for work during their normal working hours when his/her presence is not required in court.
- Leave is not granted for an employee to appear in court as a litigant.

PROCEDURE:

1. Employee receiving summons shall consult with supervisor regarding the impact of serving on a jury which is scheduled for three (3) weeks or longer.
2. Employee completes the [Time-Off Request \(TOR\)](#) form and attaches a copy of the jury summons.
3. Employee submits the TOR to supervisor for approval.
4. Employee notifies supervisor upon return to work.
5. Supervisor verifies jury duty is indicated on employees work report schedule (time card).
6. Employee submits the fee paid by cash or check to the Administrative Receptionist who will notify Business Services.
7. Business Services verifies receipt of jury duty pay from employee. If not received, employee will be docked for days served on jury duty.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 07/15/2003

Date Revised: