**SECTION: PAID LEAVE**

**POLICY:** Jury Duty **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline the procedures and guidelines for granting leave to City employees who are required to attend jury duty, non-civil service court appearances, or legislative or administrative proceedings. This policy ensures employees fulfill their civic responsibilities while maintaining clear guidelines for compensation and work expectations.

**DEFINITIONS:**

1. Jury Duty: A legal obligation requiring an individual to serve as a juror in a city, state, federal, or appellate court.
2. Court Appearance: Mandatory attendance at a non-civil service legal proceeding as a witness or participant.
3. Paid Leave: Compensation provided to employees during their absence for civic duties, without using accrued leave balances. Jury duty leave is not included as hours worked for the purpose of calculating overtime.
4. Outside Employer Payment: Compensation received from a third party for time spent on jury duty or other court appearances.
5. Return to Work Requirement: The obligation to resume regular duties upon release from jury or court obligations, based on the time remaining in the scheduled workday or shift.

**APPLICABILITY:**

This policy applies to all regular full-time employees of the City. It does not apply to part-time, temporary employees, or independent contractors.

**POLICY:**

1. Eligibility for Paid Leave:
   1. Regular full-time employees are entitled to paid leave for involuntary appearances in city, state, federal, or appellate court, or for participation in a legislative or administrative proceeding.
   2. Employees must provide official documentation of the required attendance, such as a jury summons or court order, to their supervisor as soon as possible.
2. Payment from Outside Employers:
   1. If employees receive payment from an outside employer for appearances covered under this policy, they must use accrued paid leave (vacation or personal time) or unpaid leave instead of paid jury duty leave from the City.
   2. If no external payment is received, the City will provide paid leave as outlined.
3. Retention of Jury Duty Compensation:
   1. Any compensation earned from jury duty (e.g., per diem or travel expenses) does not need to be reimbursed to the City.
   2. Employees are allowed to keep all payments received directly from the court or jury service.
4. Return to Work Requirements:
   1. Employees who are excused from jury duty or court appearances must return to work under the following conditions:
      1. For an eight-hour workday: If there are four (4) or more hours remaining in the scheduled shift, the employee must return to work.
      2. For a twenty-four-hour shift: If twelve (12) or more hours remain in the scheduled shift, the employee must return to work.
   2. Employees must notify their supervisors immediately upon being released from duty to determine the appropriate course of action.
5. Non-Compliance:
   1. Failure to return to work as specified may result in disciplinary action, up to and including termination.
   2. Unauthorized absences may be recorded as leave without pay (LWOP).

**PROCEDURES:**

1. Notification of Jury Duty:
   1. Employees must promptly inform their supervisor upon receiving a jury duty summons or court order.
   2. Official documentation must be submitted as evidence of the required attendance.
2. Leave Request:
   1. The employee must complete a leave request form, indicating the dates and times required for jury duty.
   2. Supervisors will approve the leave in accordance with this policy.
3. During Jury Duty:
   1. Employees must keep their supervisor informed of any changes to their duty schedule, including early release or extended service.
   2. Regular check-ins are encouraged if the duty spans multiple days.
4. Returning to Work:
   1. If released with sufficient time remaining in the work shift, the employee must return to their work location. See Return to Work Requirements included in this policy.
   2. The supervisor will assess the work schedule and direct the employee accordingly.
5. Compensation and Payroll:
   1. Payroll will process paid jury duty leave based on the employee’s regular rate of pay.
   2. Any compensation from jury duty itself (excluding employer payments) does not affect the paid leave provided by the City.
6. Documentation Submission:
   1. Upon completion of jury duty or court appearance, the employee must submit proof of attendance, such as a certificate of service, to Human Resources for record-keeping.