

Personnel – General

E. Leaves of Absence

4044 Jury Duty

An employee who is employed for half time or more during the academic year and who has been regularly called for jury duty in the manner provided for by law, or who is ordered to appear as a witness in court other than as a litigant, shall be granted a paid leave of absence up to the amount of the difference between the employee's regular earnings excluding extra hours pay and any amount the individual receives for jury or witness fees. Upon notification of jury duty, it is the obligation of the employee to immediately inform his or her immediate supervisor. No deduction shall be made from salary. Any daily jury or witness fee, exclusive of travel expenses, shall be deposited to the credit of the District. When the court appearance consumes only a portion of the day, the employee shall make reasonable attempts to report back to work.