

## **Jury and Witness Duty**

### **Summary**

Full-time or part-time employees who are called for jury duty or subpoenaed as a witness by a governmental entity, should take the original notice of this duty from the court to their supervisor.

The college will provide employees with paid leave, up to 10 days in a 12-month period to serve in either capacity, or up to 24 days in a 12-month period to serve on a grand jury, provided they submit a copy of the summons to their supervisor. Employees will receive their regular pay, less any pay received from the courts, as long as they are in court during normal business hours and return to their position if they are excused from court during any part of the workday. Employees working shift schedules should contact their supervisor or Human Resource Services.

Employees who receive an early release from jury or witness duty are expected to return to work or to charge their absences to vacation leave. Nonexempt employees must report their absences due to jury duty based on the department's time entry method. Employees who serve on a jury and receive regular pay from the college for the same time, should bring the checks for jury-duty pay to Human Resource Services and sign them over to the college. Reimbursement checks from the court for travel/mileage expenses may be kept by employees. Employees who work shift or non-traditional schedules should consult with their supervisor and Human Resource Services regarding benefit usage and payment guidelines.