



Policy and Procedures Manual Application: Full Time Personnel Section A2.11 Jury Duty

A 2.11 JURY DUTY

Jury duty will be reported on a Request/Approval of Leave Form but will not be counted against sick leave or annual leave.

Employees summoned to be on jury duty must submit a copy of the summons with the Request/Approval of Leave Form. After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department supervisor.