

## **JURY DUTY AND COURT LEAVE**

**Adopted: 09/18/2019**

1. **Jury Duty:**

A. **Notification:** An employee receiving a jury duty summons shall promptly notify their supervisor.

B. **Administrative Leave:** An employee serving on jury duty shall be granted administrative leave (see *Leave of Absence* policy, Paragraph 1) provided the employee reimburses SADO for jury duty pay received from the court. An employee is expected to promptly return to work on those occasions when the employee is released from serving on a jury.

C. **Use of Annual Leave:** An employee may use annual leave during the period the employee serves on jury duty and retain the jury duty pay received from the court.

D. **Travel Allowances:** An employee is permitted to retain the travel allowance paid by the court.

2. **Witness in Court:** An employee requested or subpoenaed to appear in court as a witness in job-related litigation to testify concerning the employee's official duties shall be granted administrative leave.

3. **Other Court Appearances:** Except as requested by SADO, an employee who appears in court in litigation as plaintiff or defendant shall cover the absence with annual leave or leave without pay and retain any witness fees and travel expenses paid by the court. An employee who is a defendant in a criminal case shall cover the absence only with annual leave or leave without pay.