



**6.14. Jury Duty.**

**6.14.1.** If an exempt employee is called for jury duty or is subpoenaed as a witness, the employee receives his/her regular rate of pay while serving on jury duty.

**6.14.2.** Non-exempt employees will be allowed leave to fulfill jury duty or a subpoena, but will not be paid for the time missed unless they are eligible for paid time off and request vacation or floating holiday leave. Pool employee will not be compensated by the District for time spent on jury duty. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons should inform his/her department as soon as possible so that arrangements may be made to cover for the employee.