

## 3.2 Jury Duty

- 3.2.1 When regularly called for jury duty or as a witness in the manner provided by law, members shall be granted a leave of absence without loss of pay for the time the employee is required to perform jury duty or act as a witness during the employee's regularly assigned working hours.
- 3.2.2 Request for jury duty or witness leave should be made by presenting as soon as possible the official court summons to the member's immediate supervisor and to the District payroll office through administrative channels.
- 3.2.3 Reimbursement to the District of any monies earned as a juror, or witness, except mileage, shall be made by the member.
- 3.2.4 A member regularly called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall he be discriminated against in any way for not seeking such exemption.
- 3.2.5 Employees are required to return to work during any day in which jury services are not required.