

## Unpaid Option

### Jury Duty (Including Jury Selection Process)

Employees who are called for jury duty, including participation in the jury selection process, in a civil or criminal proceeding will be granted leave with pay. Such employees will receive their normal pay, less any jury pay or fees received. Additionally, such employees will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

### Subpoenas to Testify

Employees who are subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay if the proceeding is work (school) related.

Otherwise, the employee will need to use personal days or vacation, or be docked for time missed from work.

## Paid Option

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection, ~~or~~ service on a jury, [or to testify in response to a subpoena](#) will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.