

**JURY DUTY
THE PEOPLE CENTER**

POLICY STATEMENT

Any employee required to attend court for jury duty or is summoned as a witness will be paid their normal base pay for the day. If the employee will be compensated by the court, a statement from the court clerk showing the rate of pay for each day must be uploaded when entering the Jury Duty leave request in Workday.

Employees called to jury duty or summoned as a witness will retain all rights and privileges as College employees while on such duty.

An employee who voluntarily appears as a witness or appears in court on their own behalf must charge the absence against vacation or approved leave (to be cleared with the direct Supervisor or Division Dean) with or without pay.

To apply for Jury Duty Leave, a leave request must be completed in Workday.

The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center website for the most current version. This policy does not constitute an employment contract.

