

JURY DUTY AND WITNESS LEAVE

1. Leave of absence for jury service will be granted to an employee who has been officially summoned to jury duty in local, State or Federal Court. Leave will be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such service is assigned to the District. Request for jury service leave should be made by presenting the official court summons to jury service.
2. Leave of absence to serve as a witness in a court case shall be granted when the employee has been served a subpoena to appear as a witness, not as the litigant in the case. The length of the leave shall be granted for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The employee shall receive full pay during the leave period, provided that the witness fee for such leave is assigned to the District. Request for leave of absence to serve as a witness should be made by presenting the official court subpoena or order.
3. The jury service fee and witness fee do not include reimbursement for transportation expenses.
4. An employee who has received leave of absence for jury or witness service shall be available for work during hours when the employee's presence is not required in court.
5. Local 1 members who work a schedule other than the day shift shall be given allowance for having served on jury or witness leave during the day. For every hour on jury or witness leave during any one day, the employee shall be granted one hour of release time on his/her subsequent swing or graveyard shift schedule taking place within the same calendar day (up to the maximum number of regular hours an employee normally works).
6. Leaves of absence for judicial appearances shall be granted to all employees regardless of employment status.

Education Code 87035, 87036
United Faculty Agreement, Article 12.4
Public Employees Union, Local 1, Article 9.2