

## **Jury Duty Leave Policy**

It is the College's policy to enable its employees to fulfill their civic obligations. If an employee is called to serve on jury duty, the employee is requested to notify his or her supervisor immediately.

All regular full-time employees who have completed their probationary period will be paid their regular pay while on jury duty up to a maximum of 10 working days each calendar year. In accordance with federal and state wage regulations, employees classified as *exempt* will receive their full weekly salary for any week in which they perform any work for the College and also serve on a jury.

Part time employees will be provided time off to spend on jury duty but are ineligible for compensation for time spent on jury duty.

Employees are expected to work the remainder of a workday when not performing court duty. A verification of time spent on court duties will be considered as time worked for the purpose of calculating overtime, sick leave and vacation accrual, and eligibility for holidays.