

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Jury Duty Policy

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I. Policy

Approval:  Date: 2/10/15
City Administrator

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Jury Duty Policy

I. Policy

An employee may be paid for wages lost from scheduled straight time work due to subpoenaed jury service up to a maximum of 80 hours per calendar year and retain pay from the court. However, *this policy of paid leave does not apply to personal litigation.* The absence from work of an employee to appear in any capacity in personal litigation not connected with his or her work for the City shall be charged to annual leave or leave without pay.

To qualify for this benefit, an employee called for jury service must:

1. Give his or her supervisor notice of such service within two work days of the time the employee is called for such service.
2. Report for work when released by the court on any day of jury service.
3. Submit a written statement from the court indicating the days of jury service and the time released each day.