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SUBJECT: JURY AND WITNESS LEAVE POLICY

EFFECTIVE DATE: MAY 29, 1992

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An employee called to jury duty shall be granted time off with pay, less the amount of fees received for jury service. Jury fees may be retained if the employee is on authorized annual leave. An employee called to jury duty cannot receive compensation for both work hours and jury duty. The total compensation of the employee may not exceed the employee's regular pay rate.