



Policy 5.8	Jury Duty/Court Service		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

JURY DUTY/COURT SERVICE

5.8

POLICY

It is the policy of DuPage County to follow all Federal and State laws regarding Jury Duty or Court Service such as being called to act as a subpoenaed witness.

ELIGIBILITY

- All full-time and part-time employees are eligible to serve on a jury, or as a result of their duties may appear before a court as a witness in response to a subpoena or other directive.
- Temporary employees are eligible to serve on a jury, but their time at jury duty will be unpaid time off.

GUIDELINES

- A. Employees are granted a leave of absence with pay for the time they are required to serve, less payment received for acting as a juror or a witness.
- B. All employee benefits will continue in effect during subpoenaed jury duty or performance of witness duties.
- C. Employees who appear as a subpoenaed witness for the County or are required to testify on behalf of the County, or as a juror will be paid for those hours they are required to testify, less payment received for witnessing.

PROCEDURES

1. Upon receipt, the employee shall present the court document, which gives instructions to report for jury duty or the subpoena or notice to testify to their supervisor.
2. If an employee is released as a witness or relieved from jury duty for any period during normal working hours, the employee shall immediately notify their supervisor. The employee may be instructed to report back to work.

3. The employee shall submit a copy of any witness or juror compensation to the Payroll Division. A deduction of the Jury Duty, minus any travel allowance, will be made on the next paycheck processed.

EXCEPTIONS

- Employees who appear in court as the plaintiff or defendant in any action not related to their official duty shall not be paid for time away from work unless that time is accrued vacation, personal business, or compensatory time.