

COMPENSATION AND BENEFITS
COURT APPEARANCES

DEC-C
(REGULATION)

JURY DUTY	Employees will receive their daily compensation without loss of accumulated leave for jury duty. Employees are required to enter their absence via TEAMS, submit a Certification of Jury Service (not to be confused with the summons for jury duty) and may keep any compensation they receive. Security personnel that work overnight and need to report to morning jury duty will be allowed a full day jury duty absence for the shift immediately preceding the date of jury duty. Security personnel that work over night and report to afternoon jury duty will be allowed to claim a half day absence after they have completed 50% of the shift immediately preceding the date of the jury duty. Custodial personnel and security personnel that work afternoon/evening shifts, that need to report to morning jury duty, will be allowed to a half day jury duty absence, but must return to work to complete 50% of the shift the day of jury duty. If they stay beyond 12:00 noon for jury duty, they will be allowed to take a full day absence the day of jury duty.
SUBPOENAS	Employees will only be granted paid leave for the time needed to comply with a valid subpoena in a civil, criminal, legislative or administrative proceeding. Employees are required to enter their absences via TEAMS, submit a copy of their subpoena and a time stamped Certification of Examination for their court appearance.
OTHER COURT APPEARANCES	Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no leave is available). This is to include a summons for failure to appear in court for jury duty.