**POLICY TITLE: Jury Duty**

**POLICY NUMBER: 3435**

3435.1 This policy shall apply to probationary and regular employees in all classifications.

3435.2 An employee summoned for jury duty will immediately notify his/her immediate supervisor [or other responsible managing employee].

3435.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workaday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.