

Jury Duty

The Library encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A leave of absence for the jury service shall be granted for all employees. Employees will be paid their average daily earnings for each day of jury duty. Of course, employees are expected to report for work whenever the court schedule permits.

If the employee receives monetary compensation from the court, the Library will pay the employee the difference between the compensation received from the court and the employee's normal pay.

The Library will continue to provide health insurance benefits to eligible employees for the full term of the jury duty absence, and all paid time off benefits will continue to accrue on the normal accrual basis.