

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Jury Duty; Call to Appear; Military Duty
POLICY NUMBER: 3060

3060.1 This policy will apply to probationary and regular employees in all classifications.

3060.2 Leave for Jury Duty or in the case of a Call to Appear is provided as follows:

3060.2.1 An employee summoned for jury duty, called to appear as a witness in court other than as a litigant, or called to respond to an official order from another governmental jurisdiction for reasons not brought about by the misconduct or connivance of the employee will immediately notify the Administrative Support Manager and the District Librarian.

3060.2.2 While serving on a jury or in the case of the other situations noted in section 3060.2.1, the employee will be given a paid leave of absence for the duration of said duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal from jury duty each day if the amount of time spent on jury duty is more than two (2) hours less than the normally scheduled work day. The employee will be able to complete his/her workday without the requirement of split hours.

3060.2.3 Pay for jury duty is also conditional upon the employee's conveyance to the Library District of any compensation received as a juror, excluding any travel allowance received.

3060.2.4 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

3060.3 Military Leave is provided as follows:

3060.3.1 Temporary military leaves of absence shall be provided as required by the California Military and Veterans Code and federal law.

Adopted 02/27/2006