

4.3 JUDICIAL LEAVE

- 4.3.1 When called for jury duty or as a witness in the manner provided by law, except when called as a witness adverse to the District or as a party in an action against the District, faculty members shall be granted a leave of absence without loss of pay for the time the employee is required to perform jury duty or act as a witness during the employee's regularly assigned working hours.
- 4.3.2 Request for jury duty or witness leave should be made by presenting in advance the official court summons to the faculty member's immediate supervisor and to the District payroll office through regular administrative channels.
- 4.3.3 Reimbursement to the District of any monies earned as a juror, or witness, except mileage, shall be made by the member.
- 4.3.4 A faculty member called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall he/she be discriminated against in any way for not seeking such exemption.
- 4.3.5 Employees are required to return to work during any day in which jury services are not required.
- 4.3.6 The District may require verification of jury duty or witness time prior to, or subsequent to, providing compensation.