

File: GDBDC

SUPPORT STAFF JURY LEAVE

Any support staff called for jury duty during contract hours, or who is subpoenaed to testify in a hearing during contract hours on a matter which the employee is not named party, will be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence will be deducted from the regular salary, not to exceed the amount that would have been entitled if at work. The employee will notify their supervisor as soon as practical to make the necessary arrangements for a substitute when jury leave must be taken.