

SECTION IV Management & Personnel Policies

Leave Policies

G. JURY DUTY: Any employee who is summoned and reports for jury duty, as prescribed by applicable law, shall be paid by the Library an amount equal to the regular pay the employee would have received if not called for jury duty. The employee will reimburse the library for the amount of the daily jury duty or subpoena fee paid by the court or agency (not including travel allowances or reimbursements of expenses) for each day on which she/he otherwise would have been scheduled to work for the Library. In order to receive payment, an employee must provide the Library proper notice that she/he reported for or performed jury duty on the days for which she/he claims such payment.

(Approved by Board of Trustees, 6/16/2015)