

BAY COUNTY LIBRARY SYSTEM

Jury Duty and Court Appearances Policy

The Library will provide paid leave of absence for all full-time and part-time employees who are required to attend a judicial proceeding during regularly scheduled work in response to a subpoena, summons for jury duty, or other court order or process which requires the attendance of the employee before an arbitrator, legislative council, or at a judicial proceeding.

The provisions of this policy do not apply when an employee appears in court:

- as the defendant in a criminal case;
- as a party to a civil action;
- as a result of secondary employment; or
- without a subpoena having been issued.

The employee must notify their supervisor when summoned for jury duty or when served with a subpoena to appear as a witness in court. A copy of the summons or subpoena must be provided to the Library's payroll office.

If the employee is temporarily relieved of jury duty, the employee should return to work for the remainder of scheduled hours during the time of relief.

Hours spent as a juror are not considered "hours worked" and are not considered in the calculation of overtime.

Accrual for benefits calculations, such as vacation, sick leave, personal time, or holidays, will not be affected during jury duty or other court appearance absence.

An employee on an unpaid leave of absence is not eligible for jury duty or court appearance absence compensation.

Absences during jury duty or other court ordered appearances will not be included when considering an employee's attendance record. These absences will not be considered as an occurrence when determining absenteeism/lateness for disciplinary purposes.

The employee must remit to the Library all payments received from the court for jury duty served during time when the employee is drawing pay from the Library. Such payment should be made in cash or by personal check to the Library's payroll office, along with documentation verifying the date(s) and time served and the amount paid by the court.