

EMPLOYEE HANDBOOK

JURY DUTY/WITNESS LEAVE

Board Policy:

REVIEW DATE: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING POLICY EFFECTIVE: 04/01/2018

Columbus Metropolitan Library (CML) allows employees who work at least 20 hours per week time off with pay to serve on jury duty or to fulfill the requirements of a subpoena and for court appearances, not related to the employee’s personal legal matters. Employees who work less than 20 hours per week will not be paid for jury duty or witness leave, but may work their hours at an alternate time during the affected pay period as approved by their supervisor.

Administrative Procedure:

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REPLACING PROCEDURE EFFECTIVE: 04/01/2018

- A. All employees are eligible for leave when required to serve mandatory jury duty or when subpoenaed and required to appear as a witness in a legal proceeding, not related to the employee’s personal legal matters.
- B. An employee must notify their supervisor of the need for jury duty/witness leave as soon as the employee receives notice of their selection for jury duty or need to appear as a witness. The employee must provide a copy of the notice or subpoena to their supervisor when requesting the time off. This leave will not be deducted from the employee’s Paid Time Off bank.
- C. Employees are expected to work their regularly scheduled hours which do not overlap with their jury duty or appearance as a witness in a legal proceeding. Employees should report to work if they are dismissed from jury duty before the end of their scheduled workday, or if their appearance as a witness ends with two or more hours remaining in their scheduled workday. Employees on jury duty or witness leave, for an 8-hour day and/or 40-hour week are not required to report to work for evening and/or weekend hours.
- D. Exempt employees will be paid their normal salary while on jury duty or witness leave. Non-exempt employees who work in positions authorized for at least 1,040 hours a year (at least 20 hours per week) will receive pay for leave hours that overlap their regular work hours.
- E. All employees will be permitted to keep any jury duty pay or witness fee

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received from the court or the subpoenaing party. Employees are responsible for their personal expenses such as parking fees and meals while serving on jury duty.

Related Policies/Forms:

- Attendance Tracking Form
- Time Record