



POLICY # E.3.E

Jury Duty Leave

An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence. The leave of absence is subject to the attached procedure.

Adoption Date: August 21/12	Revision Date: December 14, 2017
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