

F. JURY DUTY

The City grants a paid leave of absence to any regular full-time employee required to serve on a jury provided the employee remits his/her fees for such jury duty to the City. The employee must submit to the department the time cards provided by the court clerk or jury foreman for proper verification or hours spent on jury duty. The employee is entitled to keep his/her mileage reimbursement.

Part-time and temporary employees are not eligible for this benefit.

G. SUBPOENAED WITNESS

An employee subpoenaed to testify in court in a matter arising within the course and scope of his/her City employment shall be given a paid leave of absence.

An employee who needs to appear in court on any other matter shall be expected to use unpaid leave days, paid flexible or personal leave days, or vacation time to make such appearances.