

<b>Procedures Handbook</b>	<b>Human Resources</b>		
	Descriptor Term:	Descriptor Code: <b>GBRHA &amp; GCRG</b>	Issued: <b>6/97</b>
	<b>Jury Duty Leave</b>	Rescinds:	Issued: <b>Revised 9/03</b>

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1. If summoned, an employee must provide written notice from the court and a completed Leave Request form (BO-157).
2. Regular compensation is provided by system. If remuneration is received from the court, funds should be forwarded to the Business Office. Reasonable expenses for parking and meals should be itemized and deducted.
3. Forms are approved by immediate supervisor and submitted to the Superintendent for approval. A copy of the summons shall be attached.
4. If leave is for a personal court appearance, family member or friend, or if leave is required as a defendant or plaintiff in a civil case, personal leave or leave without pay must be requested.