



4-5 POLICY ON JURY DUTY LEAVE

If an employee is called for jury duty, he or she must notify their supervisor within forty-eight (48) hours of receipt of the jury summons.

Employees out on jury duty will receive their regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days. However, in the event of a day or half-day in which the employee is not required to serve, that employee will be expected to return to work.

Following jury duty, the employee must provide Sycamore Park District with appropriate documentation evidencing the length of his or her jury duty. In order to receive pay from the District, the employee must endorse payment checks received from the court for jury duty to the District as a partial offset of the pay received from the District and as further proof of jury duty.

Adopted on:

Revised on: October 2016

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