

## **Policy Title: Jury Duty & Court Leave**

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:**

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**

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### **I. Jury Duty & Court Leave**

An employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation, will be granted leave with pay and is entitled to keep fees and mileage reimbursement paid by the court. Expenses in connection with this duty are not subject to reimbursement by North Idaho College.

When an employee is required to appear as a witness or a party in any private proceedings (outside of official state or federal duty), the employee may use accrued leave or leave without pay.

An employee summoned for court or jury service shall notify their immediate supervisor at the earliest possible date prior to the start of the jury duty. The employee is responsible for submitting proof of juror service to their supervisor.

Although part-time non-benefited employees are not covered by this policy and are not eligible to receive paid leave time, departments are reminded that such employees may be called to jury duty and must be released from work to fulfill those obligations.