

Public Service Leave

Requests for leave for jury duty and other public service leave with full pay shall be presented to the supervisor in advance of the need for leave, and shall be reviewed by the Director of Human Resources, who shall have final authority to approve or disapprove such leave. Supporting documentation, such as a summons or subpoena, must be provided along with the leave request. Any fees rendered to an employee for jury duty and related public service shall be returned to the City. Public Service Leave includes leave necessary for jury duty and compelled witness testimony, except in cases where the employee is a criminal defendant. Public service leave will be granted only for the period of time for which attendance in court is required. No person who is summoned to serve on jury duty shall be required to work on the day of his/her service on a jury. If the employee reports for duty and is not required to serve, then he/she is expected to report to work.