
Biola Community Services District

POLICY HANDBOOK

POLICY TITLE: Jury Duty

POLICY NUMBER: 2565

2565.1 This policy shall apply to probationary and regular employees in all classifications.

2565.2 An employee summoned for jury duty will immediately notify the General Manager.

2565.3 While serving on a jury, an employee will be given a paid leave of absence for the duration of said jury duty. Said leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.