

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#35

July 1997

SUBJECT: Jury Duty Leave/Court Subpoena

GENERAL: Employees who are summoned to serve on jury duty, or employees who are summoned or subpoenaed to appear in a court of law when a case is to be heard, except as defendants in a criminal case, shall be relieved from regular duty for the time required to provide this mandatory service. Employees shall receive their regular salary during an approved court appearance and will not be required to use sick leave or annual leave. Employees, if excused from court appearances, must report/return to work as usual, unless excused by their supervisor.

In order to ensure continuation of salary, and so that work schedules may be adjusted if necessary, employees should give their supervisors as much notice as possible when requested to serve on a jury or ordered to appear through a subpoena.