



CITY OF LOWELL JURY DUTY LEAVE POLICY

The City of Lowell recognizes jury duty as a community obligation and the responsibility of a citizen. Any employee who loses scheduled work time because of jury duty will be paid normal straight-time wages.

If you are notified that you may be called for jury duty, you should notify your supervisor immediately, and provide a copy of the juror notification. You are also expected to keep your supervisor informed of all communications regarding your service as a juror so that plans may be made for covering your position during your absence. You are required to submit a copy of your jury duty completion certificate to the department which will be forwarded to the Auditing and Human Relations Office once your service is completed. Employee's absence may be charged against sick leave during the jury service period which will be restored once the completion certification is received by the City.

Court Leave Due to Witness Summons

- Employees who are summoned to appear as witnesses on behalf of the City, State, or on behalf of the Federal Government, shall be granted court leave. Notice of service shall be filed with the Department Head and forwarded to the Human Relations Office upon receipt of summons. Employees who are on court leave for this purpose and who receive witness fees for services during their regular office hours shall pay those fees to the City.
- If an employee is summoned to appear as a witness because of the duties of an additional position with a public jurisdiction other than the City, the employee shall not be granted court leave.

Court Leave Not Granted

Court leave shall not be granted when an employee is the defendant, is summonsed as a witness for a defendant (except as noted above) or is engaged in personal litigation.

Court Leave while on Vacation

If an employee is called for jury duty or witness service and such jury duty or witness service occurs during the employee's vacation, the employee need not pay those fees to the City.

Expense Reimbursement

Expense reimbursed for travel, meals, room hire, etc. for the purposes of jury duty or witness service shall be retained by the employee and shall not be considered as part of the jury or witness fees nor shall the employee seek reimbursement from the City for the same.

Return to Work

When an employee has been granted court leave for jury duty or witness service, and is excused by proper court authority, the employee shall report back to official place of duty whenever the interruption in jury duty or witness service will permit four or more consecutive hours of employment.

Employment Rights

Court leave shall not affect employment rights, opportunities or benefits.