

4.14 JURY DUTY

1. All employees shall be given time off when required to serve on a jury. It is the employee's responsibility to notify his or her manager as soon as possible after receiving the summons for jury duty. All employees shall receive their regular straight time pay for the duration of the jury duty or when subpoenaed to appear before a court, public body, or commission in connection with Library business. All employees are entitled to keep whatever compensation is received for such duty.
2. Proof of attendance must be furnished to the Director's Office by the employee.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 9.28.1; 12.14.16*