

## **Jury and Witness Duty**

Full-time or part-time employees who are called for jury duty or subpoenaed as a witness by a governmental entity, should take the original notice of this duty from the court to their supervisor.

The college will provide employees with paid leave, up to 10 days in a 12-month period to serve in either capacity, or up to 24 days in a 12-month period to serve on a grand jury, provided they submit a copy of the summons to their supervisor.