

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 29 – Jury Duty}**



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Midway College will grant jury duty leave to all regular, full-time employees and will pay the difference between jury or court duty allowance and regular salary for the entire period of the assignment.

1. An employee must furnish evidence to the director of human resources from the court clerk of such duty and the amount paid for the service.
2. As partial reimbursement to the college, employees are expected to endorse over to the college any checks received as jury duty stipend. Such checks may be deposited at the Business Office and the receipt is to be forwarded to the director of human resources for the employee's file.
3. Employees are expected to report for work all or part of any day they are not engaged in jury or court duty.
4. Paid time off for court appearances is granted when an employee is summoned to appear as a juror or as a witness, but not as a plaintiff or a defendant.