

HELEN M. PLUM MEMORIAL LIBRARY

P-14 Jury Duty, Court Leave and Voting [FORMERLY P-8]

Adopted by the Library Board of Trustees, August 13, 2019

When an employee is on jury duty, the employee is expected to give as much time to regular duties at the Library as jury service will permit.

Employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay if jury duty or court proceedings require the employee to miss regularly scheduled hours.

In accordance with State law, an employee will be allowed unpaid time off to vote if arrangements are made with the Director or the employee's Manager prior to Election Day.