

Jury Duty

738.1 POLICY

Any permanent employee who is summoned for jury duty in any Court during scheduled working hours shall be considered to be on duty, and there shall be no loss of salary. Any fees received by the employee shall be paid/transferred to the Yolo County Auditor, with the exception of travel pay, which may be kept by the employee.

- (a) Upon receiving a summons for jury duty, the employee will advise the Supervisor as soon as possible of the date and time.
- (b) If the employee is excused from jury duty before the end of regular working hours, he or she will contact his or her Supervisor informing them of the early release.