

Policy No.: P700-15-5	Type of Policy: Personnel
Policy Title: Jury Duty and Court Witness Leave	
Policy Description: Reasonable accommodation to employees called/required to serve as a juror or court witness related to District business.	
Approval Date: 12/18/2007	Last Review Date: 2015
Approval Resolution No.: 75-07	Next Review Date: 2019
Rescinded Resolution No.: 13-97	Rescinded Resolution Date: 2/18/1997

It is the policy of the Board of Directors of Dublin San Ramon Services District:

To provide paid leave to employees who are called to jury duty, required to serve as a juror, called as witnesses, or otherwise required to attend legal proceedings on behalf of the District in matters related to District business. Paid leave shall also be provided to employees called as witnesses in cases not involving the District and not brought by, or against, the employee.

When an employee desires to attend legal proceedings, including but not limited to, court appearances, trials, arbitrations, administrative hearings, and depositions, in any matter initiated by, or against, the employee, he/she must use any available paid leave including vacation, float holiday, administrative leave, leave bank or compensatory time. If the employee has exhausted his/her accrued paid leave as described above, the District may grant an unpaid leave of absence.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015