

**OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE  
JURY DUTY AND SUBPOENA LEAVE**

**5400 P5**

**Jury Duty:** Olympic ESD 114 will grant leave to a staff member for the days he/she is summoned to serve on a jury. A staff member who is called for jury duty shall be eligible for the difference between his/her regular pay and the amount received for serving on the jury excluding transportation.

**Subpoena:** When a staff member is subpoenaed on a work related issue; as a witness, interpreter, or for other court activities where the court pays a fee, the staff member will be eligible for the difference between his/her regular salary and the amount received for appearing in court if such appearance is not subpoenaed by parties opposing the agency or for a case in which the staff member has a direct or indirect interest in the proceedings. A staff member who is subpoenaed to appear in court for a case that is not directly related to OESD, or is appearing in their own case as a plaintiff or defendant, will report the period of absence as personal or vacation leave (if eligible) or leave without pay.

Staff members who have received notification for jury duty or have been subpoenaed will notify their immediate supervisor prior to being absent from work.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

**REFERENCE:**

RCW 2.36.165 - 165 – Juries – Leave of absence from employment to be provided.

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Policy Renumbered January 21, 2016, from 3090 to 5400  
Converted from Policy 5400 to Procedure 5400 P5, February 21, 2019