

1. Leave of absence will be granted by the Division and the amount of time allowed will be in accordance with the time paid as a juror or witness and time required during selection process.
2. Leave of absence without loss of salary and benefits shall be granted for jury duty or any summons related thereto provided that the employee remits to the Division any jury stipend (excluding allowances and/or expenses) set by the Court or other body.
3. Employees will be required to give advance notice to the Division, and file a copy of the Court Claim or Summons with the Division at the completion of their jury or witness duties.

**NOTE:** The above does not apply where an employee is taking action against the Board or the employee is acting as a witness for a third party who is taking action against the Board.