

STAFF ABSENCES FOR JURY DUTY AND OTHER LEGAL RESPONSIBILITIES

The MSD of Wayne Township recognizes the citizenship responsibilities that all employees have toward civil government. For that reason, persons duly called for jury duty shall be paid their regular salary for each day that they are required to be present at court and have received jury pay. It shall be the responsibility of the employee to surrender to the District the per diem allowances allowed by the court (omitting mileage and expenses) for each day the employee received this full pay and served the court.

The employee may or may not be paid the employee's regular salary for other court appearances or legal responsibilities.

- A. In the case of litigation directly pertinent to the interests of the District and when requested in writing to appear by the District, the employee will be paid the employee's regular salary.
- B. An employee absence for other court appearances or legal responsibilities, even if required by subpoena, shall occur under one of the following applicable conditions:
 - 1. through use of personal business leave if it is available;
 - 2. by a change in working hours or days if the job permits and if the employee's supervisor approves;
 - 3. through absence without pay; and/or
 - 4. with approval and pay when the employee has no control over the legal matter, is not a litigant, and has been requested in writing to appear by a party as a result of their employment with the District. The employee shall remit to the District any amount received in witness fees. The employee may keep allowances for mileage.

If employee is released from their legal responsibility, and less than half of the employee's regular work day remains, the employee is not required to return to work. However, if the employee is released from testifying or jury duty at a point in time when more than half of the employee's regular work day remains, the employee shall return to work for the rest of the day.

MSD of Wayne Township, Marion County, Indiana

Adopted: October 4, 1982

Revised: June 3, 2013

Revised: September 10, 2018

Revised: February 5, 2024