

**Policy: 5.37**

**Jury Duty**

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KCKCC expects employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the jury duty summons should be attached to the *Request/Report for Leave of Absence* form.

Full or part time employees called to serve on a jury will be paid for the day or days in which the court requires attendance. Employees are expected to return to work whenever the court schedule permits.