

## *Jury Service*

### **SCOPE**

The City of Baltimore recognizes that jury service is an important civic responsibility, and all employees are encouraged to fulfill this obligation. The purpose of this policy is to provide leave for employees who have been called for jury service and to explain the procedures for both requesting and approving leave for this purpose.

### **PAID LEAVE**

All employees are eligible to take leave to perform jury service, including full and part-time, probationary, seasonal, and temporary employees, as well as elected officials and their appointed staffs. An employee is eligible to take leave for jury service regardless of his or her place of residence.

Employees will be granted paid time off from their regular work schedule for the period they are required to perform jury service and will not be required to use their own accrued vacation, personal, sick or compensatory leave. Individuals who perform services for the City on a contractual basis will not be compensated for time spent performing jury service.

Upon return to work, an employee must provide proof of time served. Failure to provide this documentation could result in the denial of paid leave.

### **NOTIFICATION TO SUPERVISOR**

Employees are responsible for promptly notifying an immediate supervisor of a jury service obligation and must provide a copy of the summons. Notification should be given no later than (3) days from receipt of the summons so that arrangements can be made to accommodate the employee's absence. Employees must also promptly notify an immediate supervisor when jury service has been cancelled or postponed.

On occasions where scheduled jury service is expected to cause operational hardship to an agency, the employee may be asked to request a postponement. In such cases, the employee will be responsible for contacting the court and making the request. City agencies will make every effort to manage operational challenges, however, without having to resort to postponement.

### **REPORTING BACK TO WORK**

An employee who is dismissed from jury service before the end of the workday will be expected to return to work.

However, an employee who has performed four (4) or more hours of jury service (inclusive of

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travel time) will not be required to report to an *evening* work shift that begins either: 1) on or after 5:00 p.m. on the day of the employee's jury service; or 2) before 3:00 a.m. on the following day. In these cases, the employee should report back on his or her next scheduled work shift.

### **RETALIATION PROHIBITED**

This policy strictly prohibits any form of retaliation (or threats of retaliation) for requesting or taking leave under this policy. Any retaliation by a supervisor will result in disciplinary action, up to including discharge from employment. Concerns about retaliation should be promptly reported to an agency Human Resources representative.