

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: JURY DUTY LEAVE

POLICY NO: 756.3

PURPOSE: To govern service of employees as jurors and to state County policy with respect to employees on alternate work schedules.

POLICY: The Department supports the employee's obligation to complete jury duty. The Courts have determined that County employees cannot be exempted from jury services on a "blanket" basis, and that each employee's situation will have to be considered individually.

An employee must notify his/her supervisor as soon as he/she receives a jury duty summons. The employee must provide a copy of the summons to his/her supervisor.

An employee in a permanent position who is ordered to serve on a jury shall be allowed the necessary time to be absent from work at his regular pay.

With respect to jury duty, an employee not in a permanent position shall receive a maximum of two days pay in any one year if he/she has completed at least 200 days of active service in the preceding calendar year; or a maximum of one working day with pay if he/she completed less than 200 days of active service in the preceding year. Exceptions to this may be defined in applicable Memoranda of Understanding.

County employees are not eligible for jury duty fees, but do receive their regular earnings while on jury duty. Employees may receive mileage reimbursement, beginning on the second day of service, which does not have to be returned to the County.

Employees who work alternate work schedules may or may not need to convert to a regular five day, 40 hours shift schedule for jury duty, as follows:

NON-REPRESENTED EMPLOYEES

Permanent, monthly temporary and monthly recurrent non-represented employees assigned to other than a five day, 40 hour, day shift schedule may, at the discretion of each County department head, remain on that schedule while serving jury duty. This includes employees whose

APPROVED BY:

EFFECTIVE DATE: December 17, 2004

SUPERSEDES: November 1, 2004

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positions are covered by or exempt from Fair Labor Standards Act (FLSA) requirements.

Employees serving jury duty on their regular day off (RDO) are on their own time for that day. Jury duty served on a RDO is not work time for overtime or any other purpose.

Jury duty is limited to the "time necessary to be absent from work." Extended work days associated with a 9/80 or 4/40 schedule may increase the likelihood employees should return to work following release from court.

REPRESENTED EMPLOYEES

Requirements for represented employees are in their respective Memoranda of Understanding (MOU).

All employees assigned to night or weekend schedules must convert to a five day, 40 hour, day time work schedule during jury duty.

AUTHORITY: Los Angeles County Administrative Code, Sections 6.20.080D, 6.20.090C
Civil Service Commission Rules
Los Angeles County Salary Ordinance
Memo to Department Heads from David E. Janssen, "Jury Duty Leave for Non-represented Employees," 7/25/03
California Code of Civil Procedure, Section 215 (SB 1102, 2004)

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