

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
4. BENEFITS AND LEAVE**

4.11 JURY/WITNESS LEAVE

- JURY LEAVE** 4.11-1 The County considers jury duty an important aspect of our democracy. Employees are encouraged to serve when called. An employee summoned for jury duty will be excused from work and will receive his regular rate of pay, in addition to jury pay, for time he is required to serve. An employee must notify his supervisor as soon as possible if a summons is received. If not selected for a jury or if released from duty prior to the end of the normal work day (8 a.m. to 5 p.m.) the employee must report to work at that time. Employees whose work shifts normally conclude after 6 p.m. are not expected to report to work after serving as a juror for at least seven hours during the same day.
- WITNESS LEAVE** 4.11-2 Employees who are served a subpoena to appear in court during their normal work hours as a witness for Montgomery County will receive their regular rate of pay for time spent in court. Employees will not be paid for time spent in non-county job-related court appearances which are not compelled by subpoena unless accrued leave hours, other than sick leave, are used.
- PRIVATE LAWSUITS** 4.11-3 An employee involved in private litigation in which he/she is the principal party must use accrued leave hours, other than sick leave, in order to be paid for hours of work missed.
- SHIFT WORKERS** 4.11-4 Employees whose normal work hours are not the standard 8 a.m. to 5 p.m. but instead are in the late evening and early morning are encouraged to meet with their elected official or department head to determine a work schedule that is appropriate; said work schedule may include a reduced number of hours or no hours for the period of time summoned.