

**CITY OF WACO**

**LEAVE FOR JURY DUTY**  
Policies and Procedures

AVL-3.2

Page 1 of 1  
Revised 9/23/98

**A. Statement of Purpose**

To provide a means for employees to secure limited time off when such time is needed to serve on jury duty.

**B. General Policy**

1. Employees called to jury duty will receive their regular pay during the time they serve if they are serving on a regular scheduled workday.
2. The employee must immediately notify the supervisor upon receiving a summons to jury duty.
3. The employee must report to work as soon as the jury duty has ended.
4. The employee may retain any court payment for jury service.



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Kathy S. Rice, City Manager  
September 29, 1998