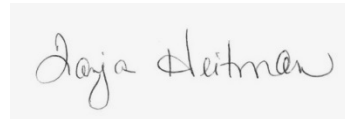


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<b>Issue Date: 07/01/98</b> <b>Revised: 05/13/20</b>	

**Notes and  
References**

## **Policy Statement on Jury Duty**



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***Tanja Heitman***  
**Chief Probation Officer**

- I.** Any permanent employee who is summoned for jury duty in any Court during scheduled working hours shall be considered to be on duty, and there shall be no loss of salary. Any fees received by the employee shall be paid into the Santa Barbara County Treasury, with the exception of travel pay, which may be kept by the employee.
  - A.** Upon receiving a summons for jury duty, the employee will advise the supervisor of the date and time.
  - B.** If the employee is excused from jury service before the end of regular working hours, he/she will report back to work and resume normal duties; unless the employee has arranged with their supervisor to utilize other vacation or other leave time, excluding sick leave, for the remainder of the day.