

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 04	Benefits		
Section 07	Jury Duty		
Revised By:	Nate Mara, City Manager	Revised Date:	November 10, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

04.07 Jury Duty

The City provides paid leave to regular full-time and regular part-time employees required to serve on jury duty or subpoenaed to testify as a witness in a civil, criminal, legislative, or administrative proceeding. However, court appearances for testimony, investigation, and court preparation as a result of normal official duties as a City employee (e.g., police, fire, inspections, code compliance, animal control, etc.) are compensated as actual hours worked and are not classified as paid leave.

Jury duty leave is paid at the employee’s base rate at the time of leave and does not include overtime or any other special forms of compensation.

The employee must provide documentation of the requirement for jury duty, subpoena compliance, etc., with the leave request. Employees must submit the notice of jury duty, along with supporting documentation to their supervisor as soon as possible so that arrangements can be made to accommodate the absence.

An employee who is on jury duty typically must report for City duty for the remainder of the day upon completion of court or jury service or request approval for use of other available paid time off. Any payment for jury duty received by the employee may be retained by the employee.