



Personnel Policies

CITY OF WESLACO,
TEXAS

JURY DUTY / COURT LEAVE

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A regular full-time employee who is called for jury duty or subpoenaed to serve as a witness in a court case or administrative agency in which the employee is not a principal (a plaintiff or a defendant) will be granted time off for a maximum of five days. Accrued vacation or time off without pay must be used to cover any additional time needed for such purposes.

To be eligible for jury duty/court time pay, an employee must notify their Department Head that they have received a summons or subpoena by the next workday after receiving it. Additionally, an employee must submit a copy of the statement from the court showing the dates served on jury duty or as a subpoenaed witness to their Department Head on the first workday following return from court service. Employees are expected to work, if reasonably possible, that portion of their normal workday not spent in court or performing duties in connection with court service.

Compensable Court Leave: Employees who are subpoenaed to testify in a case concerning matters within the course and scope of their City employment, or who are summoned for jury service, will be paid their regular wages or salary for the period of such service, and may retain any witness fees or juror fees in addition to their regular pay.