



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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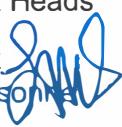
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LISA M. GARRETT
DIRECTOR OF PERSONNEL

December 27, 2024

To: All Department Heads

From: Lisa M. Garrett 
Director of Personnel

UPDATES TO POLICY, PROCEDURE, AND GUIDELINE NO. 519 – JURY DUTY LEAVE FOR NON-REPRESENTED EMPLOYEES

It is the Department of Human Resources' (DHR) goal to provide accurate and useful guidance on protected employee activities and related operational procedures. Accordingly, DHR has updated Countywide Policies, Procedures, and Guidelines (PPG) No. 519, *Jury Duty Leave for Non-Represented Employees* (Attachment I).

There are no changes to the County of Los Angeles' (County) established Jury Duty Leave practices at this time; rather, these policy updates are intended to address common questions on this topic and to reinforce the expected practices when a non-represented employee is called to jury service. Notable updates to this policy include:

- Reiterate that **all** County employees have a right to take the necessary time off work for jury duty service, so long as they provide reasonable notice that they are required to serve.
- Clarify permanent and monthly temporary and recurrent non-represented employees' existing right to paid Jury Duty Leave, as provided in County Code Section 6.20.
- Incorporate relevant guidance on work schedule expectations for non-represented employees during jury service, as currently noted in the County's Interpretive Manual.
- A new *Frequently Asked Questions* policy guide (Attachment II).

The updated policy may be viewed online at <http://mylacounty.gov/county-policies> under the "Human Resources Policies & Manuals" section.

Should you have any questions, please contact me or David M. Morfin, at DMorfin@hr.lacounty.gov or (213) 400-5589.

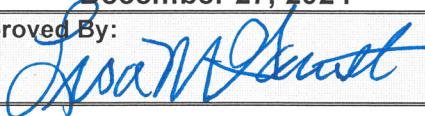
LMG:RC:JAWT
DMM:LR

Attachments (2)

c: Chief Deputies
Administrative Deputies
Departmental Human Resources Managers



County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES AND GUIDELINES

Subject:	Policy Number:	Pages:
JURY DUTY LEAVE FOR NON-REPRESENTED EMPLOYEES	519	3
Effective Date:		December 27, 2024
Approved By:		

BACKGROUND

Chapter 6.20 of the County Code authorizes paid leave for jury service (Jury Duty Leave) under the conditions set forth in that chapter. One of those conditions gives discretion to Department Heads to convert an employee on an alternate work schedule to a five-day, 40-hour (5/40) day shift schedule if the employee is not already assigned to such a schedule. This provision is intended to accommodate employees who work nights or weekends and would otherwise be overburdened by the imposition of daytime jury duty service.

The practice of converting from an alternate work schedule to a 5/40 day shift continues to be necessary for affected employees assigned to night or weekend shifts. This may not be necessary for non-represented employees working a 9/80 or 4/40 schedule. This is especially true given the shortened periods of jury service that may result from the "one day or one trial" policy in place throughout the State of California court system. As such, departmental management is in the best position to determine whether a work schedule change is necessary and appropriate for non-represented employees serving jury duty.

POLICY

All County employees will be granted the necessary time off for jury duty service if the employee, prior to taking the time off, provides reasonable notice that they are required to serve.

Permanent non-represented employees will continue to receive their regular pay when ordered to serve on a jury. Jury Duty Leave continues as long as the employee is required to serve. Monthly temporary and monthly recurrent non-represented employees will receive Jury Duty Leave as specified in County Code Section 6.20.090(C).

Non-represented employees assigned to alternate day shift work schedules (e.g., 9/80 or 4/10) may, at the discretion of each County department head, be required to convert to a traditional 5/40 day shift schedule while serving jury duty. Non-represented employees assigned to night or weekend schedules are always required to be converted to a traditional 5/40 day shift schedule while serving jury duty.

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Department Heads may establish more specific guidelines for the non-represented employees within their department serving jury duty upon condition that such guidelines do not conflict with this policy.

GUIDELINES

This policy applies to all permanent non-represented employees subject to the provisions of County Code Section 6.20.080(D) and all monthly temporary and monthly recurrent non-represented employees subject to County Code Section 6.20.090(C).

This policy does not apply to represented employees. Departments are to review the applicable memoranda of understanding (MOU) to identify the jury duty policy for their represented employees.

In implementing this policy and when providing guidance to non-represented employees who provide notice of jury duty summons, please note the following:

- If necessary, the employee should be converted to a 5/40 work schedule at the beginning of the pay period in which jury duty begins. The employee must remain on eight-hour days for the entire pay period and may be placed back on their regular work schedule at the beginning of the pay period after jury service is completed.
- Employees serving jury duty on their regular day off (RDO) are on their own time for that day. Jury duty served on a RDO is not work time for overtime purposes or any other purpose.
- Permanent and monthly temporary and recurrent employees using paid jury duty leave are not eligible to receive jury duty fees. They are, however, eligible for mileage reimbursement through the courts.
- Daily or hourly employees do not receive any paid leave for jury duty and, if called to jury duty, may keep any fees received for jury service.
- Jury duty continues to be limited to the “time necessary to be absent from work”. Therefore, the extended workdays associated with 9/80 or 4/40 schedules may increase the likelihood employees should be returned to work following release from court.
- Employees placed on-call or standby jury service are expected to report to work until they are actually instructed to appear for jury duty in person.

REFERENCE

- Chief Administrative Officer memo dated July 25, 2003 to Department Heads titled “Jury Duty Leave for Non-Represented Employees”

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AUTHORITY

- Government Code Section 12945.8
- California Code of Civil Procedure Section [215](#)
- County Code Section [2.06.070](#)
- County Code Sections [6.20.080\(D\)](#) and [6.20.090\(C\)](#)

DATE ISSUED/REVIEW DATE

Original Issue Date: January 30, 2004

Review Date: September 5, 2008

Review Date: March 6, 2015

Review Date: December 27, 2024



PPG 519 – JURY DUTY LEAVE FOR NON-REPRESENTED EMPLOYEES Frequently Asked Questions

1. Are employees guaranteed time off if needed for jury duty service?

Yes. Departments must approve such time off requests and cannot take any adverse action against any employee for taking time off for required jury service, if the employee gives reasonable advanced notice that they are required to serve.

2. Which employees qualify for paid Jury Duty Leave?

Under this policy, any non-represented employee in a monthly position (permanent, temporary, or recurrent) is eligible for paid Jury Duty Leave if the employee is ordered to serve.

3. How much paid Jury Duty Leave are employees entitled to?

Permanent non-represented employees will receive Jury Duty Leave for as long as the employee is required to serve.

Monthly recurrent or monthly temporary non-represented employees are eligible to receive two days (16 hrs.) of paid Jury Duty Leave per year if they accumulated 200 days (1,600 hrs.) or more of active service during the prior calendar year. If they do not meet this threshold, they may receive one day (8 hrs.) of Jury Duty Leave per year.

4. What type of jury duty qualifies for Jury Duty Leave?

Service on any California state (Superior) or federal court is covered by Jury Duty Leave. Service on a civil grand jury is not covered because such service is entirely voluntary. Approval of unpaid leave for service on a civil grand jury is at the department's discretion.

5. Are full-time County employees eligible for the daily juror stipend?

No. County employees may not receive both regular compensation and a juror stipend.

Effective August 16, 2004, State, county, and other municipal courts stopped paying the stipend to government employees who are compensated for jury service by their employer. Instead, government employees must complete a jury fee waiver form with the courts when called to service. They will continue to receive mileage

reimbursement through the courts for each mile actually traveled in attending and returning from court as a juror after the first day.

In order to receive their regular pay under Jury Duty Leave for jury service with a federal court, employees must deposit any fees received for such jury service (except mileage reimbursement) with the County Treasurer.

6. Can a non-represented employee be required to change their work schedule when serving jury duty?

Yes. County Code Chapter 6.20 allows a department head to require an employee on an alternate work schedule to convert to a 5/40 day shift schedule during their period of jury duty service. This is a required Countywide practice for employees assigned to night or weekend shifts. Departments may also, at their discretion, convert the work schedules for non-represented employees working a 9/80 or 4/40 schedule if deemed appropriate.

7. Will a permanent employee be compensated for jury duty on a County holiday?

No. Permanent employees who are ordered to serve on a jury will be allowed time off at their regular pay for jury service. This means that no extra leave time or overtime is provided for employees who report for jury service on a regular day off. Similarly, employees who serve jury duty on a County holiday will not be paid extra holiday time, overtime, or granted an additional day off.

For example, the Cesar Chavez holiday is observed by Los Angeles County on the last Monday in March. However, the Superior Court observes the Cesar Chavez holiday on March 31, which might differ from the County's designated holiday, depending on the year. If a permanent employee serves jury duty on Cesar Chavez Day as observed by the County, they will not be compensated with extra holiday time, overtime, or an additional day off.

8. What is the Jury Duty Leave policy for represented employees?

Jury Duty Leave practices applicable to represented employees can be found in their respective MOUs, which can be viewed online at <https://ceo.lacounty.gov/employee-relations>.