3-02/070.15 - Out-Of-County Jury Service

The same procedures shall be adhered to in completing jury duty questionnaires and requests for continuances when an employee resides in other than Los Angeles County. Requests for personal exemption shall be transmitted to the Jury Commissioner of that county by the employee.

Service on any California State (Superior) or Federal Court is covered by jury duty leave for those employees in a permanent position. Service on **any** county's criminal grand jury is covered, but service on a civil grand jury is not covered because such service is entirely voluntary. An employee may serve on a county civil grand jury if the Department approves an unpaid leave of absence, but the employee shall not receive his/her regular pay or jury duty leave.