

## **504 - Jury Duty**

**Subject:** Jury Duty

**Date:** May 15, 2017

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### **Purpose:**

To permit staff employees to meet their civic obligations to serve as jurors, when called.

### **Policy:**

The Company will grant time off to staff employees who are called for jury duty.

### **Guidelines:**

1. A staff employee is responsible for notifying his/her supervisor immediately after receiving a summons to appear for jury duty. A copy of the notice should be given to the supervisor for the department's files.
2. If the jury does not convene on a staff employee's regularly scheduled workday, the employee is expected to report to work.
3. The department is responsible for entering the leave as a paid absence for jury duty on the Biweekly Time Card or Weekly Absence Report. This absence does not count as hours worked when computing overtime.
4. A staff employee may keep the court's compensation and reimbursements for travel expenses.