

Jury Duty Policy

Purpose

The company considers itself a member of every local community in which it employs people. Accordingly, it encourages and supports employees who are asked to perform a civic duty, especially jury duty.

Policy

Employees have up to 10 days of paid leave for the satisfaction of their responsibilities for jury duty. The paid leave does not have to be taken in a continuous amount. It may be that the employee may be “on call” for a period of days or weeks but only have to be present periodically. The 10 days is a cumulative limit for a single summons to jury duty.

Paid leave for jury duty is dependent on the requirement for the employee to be physically present to serve. A requirement that an employee be “available” or “on stand-by” is not sufficient to qualify for paid leave in most cases.

Should an employee be placed on a jury for a legal proceeding that requires an absence of more than 10 work days, the company will make a determination, on a case-by-case basis, of the extension of time to cover the full term of service.

Eligibility

All permanent full- and part-time employees are eligible for paid leave for jury duty. Seasonal, temporary, or contract employees will be excused for jury duty under the terms of this policy but will not receive pay for days missed.

Benefit

Regular salary will be continued for full-time employees, whether salaried or hourly. Part-time employees will receive whatever their pay for the regularly scheduled hours for the days missed due to jury duty would be. Part-time employees will not receive pay for any jury duty that occurs on a day for which they are not regularly scheduled. Shift differentials and other incentive pay will be paid if it would have been earned had the employee been at work.

Notice

Employees must give advance notice of the need for time off for jury duty by notifying their immediate supervisor as soon as possible after they receive notice of jury duty. The company requires a copy of the proof of jury service and the jury summons in order to approve the leave.

Conflicts with Work

If an employee’s absence would result in a hardship to the company, the company may petition the court to excuse the employee from jury duty.

If the employee is excused from jury duty early or is not required to be present in court, the employee is expected to be on the job during regularly scheduled working hours.

Compliance

The company does not discriminate against, penalize, threaten, or coerce employees who are on or have been called for jury duty. The company observes all federal, state, and local regulations regarding time off for public service.

Policy approved by:

Date: