# Policy: HR – Jury Duty Leave

Purpose: To provide income protection while an employee carries out his or her civic responsibility.

## Policy:

[Company Name] provides the difference between jury duty pay and an employee’s regular day’s pay for time spent serving on jury duty. Generally, income protection for time spent serving on jury duty will be provided for a maximum of five workdays. Additional income-protected time away from the workplace for this purpose will be considered on a case-by-case basis.

### Eligibility:

Full-time and regular, part-time employees are eligible to receive this benefit.

### Procedure:

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his/her supervisor. The employee is required to provide copies of the subpoena or jury summons to his/her supervisor and to the payroll department.

The supervisor will verify the notification by contacting the office issuing the summons or subpoena and make scheduling adjustments to accommodate the employee’s obligation. The supervisor will also provide court documentation to payroll for processing.

Employees appearing in their own cases as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_