

Jury Duty Policy

Employee Rights

_____ understands that jury duty is a part of the civic responsibilities expected from every citizen. Therefore, if any employee is called into jury duty, they are assured that their position within the company is not in danger due to absences accrued in the course of said duty, nor shall the employee be threatened or harassed.

If the jury summons arrives at a time that is busy or difficult for the company, the employee's supervisor may write a postponement plea to the court on behalf of the employee.

Payment

Employees serving on a jury will be paid their base salary or wage every day for up to ____ days. Since _____ will be providing payment, the employee will sign over all checks provided by the court as jury duty payment to _____ for the first ____ days. Compensation does not include incentives or bonuses and does not contribute to overtime.

If jury duty exceeds the ____ days of company-sponsored payment, the employee may use any accrued paid time off or file an unpaid leave of absence form for the duration of the duty. Benefits through the company will continue to apply throughout the entire duration of the duty.

Working Days

If the employee reports for jury duty and is dismissed for the day, the employee must return to work.

If the employee is released from jury duty before _____ on any given workday, the employee must return to work for the remainder of the workday.

The employee must keep and file documented proof of days and hours spent in jury duty.

Compensation for jury duty time will not be paid without proper documentation.

All requests for compensation must be filed within ____ days after returning to work.

For more information, please contact:
