

# Jury Duty Policy

## [SAMPLE]

To support our employees who may need to serve on jury duty, our policy provides paid time off for jury duty to ensure that you're not penalized financially for serving your civic duty. Both full and part-time employees are eligible.

To receive payment for jury duty, please follow our policy guidelines:

You are asked to notify your supervisor and/or HR as soon as you receive a summons to jury duty. Please be prepared to provide a copy of the jury duty summons to your supervisor.

- **Full-time salaried exempt employees** will be paid their regular pay rate for all days [or up to a certain number of days] of jury duty service. (Any payment received from the court must be reimbursed.)
- **Part-time or hourly non-exempt employees** will be paid the difference between their regular pay rate and what they're paid by the court, for all hours normally scheduled to work. (Please provide court payment information so that reimbursement can be processed accurately.)
- Any current employee benefits and benefit premiums will continue to be provided while you are serving on jury duty.

If you are dismissed from jury selection or jury duty early, please notify your supervisor who may request that you return to work.

Those working non-standard work hours may wish to plan time off to ensure they are not scheduled to work a shift immediately before or after jury duty. Please work with your supervisor on scheduling.