

## **Civic and Community Duties**

The Diocese recognizes that the privileges and benefits of citizenship can only be secured through the exercise of the responsibilities entailed. Therefore, the parish will extend benefits to employees to prevent economic hardship that may result from the exercise of civic and community responsibilities as follows:

- **Jury Duty**

Employees are expected to fulfill their civic responsibilities by serving as jury members when called. Employees should notify their supervisor as soon as they have been called for jury duty. The employee will receive their regular salary while on Jury Duty unless the time exceeds two (2) weeks. Jury Duty that extends beyond 2 weeks can be charged to vacation time or be unpaid. Employees going on jury duty will be expected to preserve their jury summons and present to their supervisor, at the conclusion of their service, the document provided by the court that shows attendance. While serving on Jury Duty, employees are expected to report for work on any day or portion of any day that they are not required to appear in court.

- **Military Leave**

It is the policy of The Catholic Diocese of Spokane and the parish to grant leaves of absence without pay to full-time or part-time employees who enlist or are recalled to active service in the armed forces of the United States. This policy also applies to employees who are active members of military reserve units and who are required to participate in periodic summer encampments. ([Appendix I](#))