

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.