

Jury Duty

Regular full time employees who are called to serve on a jury will be granted a leave of absence with pay. Ample notice should be given by an employee who is called for jury duty to arrange for a replacement. Verification of jury duty will be required. Jury duty does not require constant court attendance in many instances. When this is the case, the employee should report back to work. Jury duty is not charged against paid leave accrual.