

# Jury Duty Leave Policy Template



## **Leave of absence with pay**

### **Jury or witness duty**

Any regular full-time or regular part-time employee who is required to perform jury duty on a regular working day will be released to serve. The employee will be reimbursed by ABC Company for the difference between the pay received for jury duty and the employee's regular salary for the same period of time. The employee will be required to furnish proof of jury duty service and Jury Pay received.

Any regular full-time or regular part-time employee who is required to act as a witness in a non-work related legal proceeding will be required to use vacation leave or leave without pay to attend court.

If you receive a proposed juror questionnaire or are called as a witness in a legal proceeding, please notify your supervisor as soon as possible. If you are called as a juror during a particularly busy time, we may ask you to request the court to postpone your jury duty to a more convenient time.

Please keep your supervisor informed of your jury duty or witness status. On days when you serve less than a full day at court, contact your manager to determine whether or not you should return to work. When you return from serving as a juror or witness, you may be required to furnish your supervisor with appropriate documentation.