

POLICY-HR-3507

See Also: N/A

Approved by: _____

Thomas A. Green, Chair
Intercity Transit Authority

Mike Harbour, General Manager

Written by: Ed Rutledge

UTILIZING JURY DUTY LEAVE

Definitions:

“jury duty” - required service as a juror.

“jury duty pay” - funds received by an employee for serving as a juror, excluding reimbursement for mileage.

This policy applies to all Intercity Transit non-represented employees.

1. Employees Serve Jury Duty

An employee receives “Jury Duty” Leave for service on a jury during the employee’s regularly scheduled workday. While on Jury Duty Leave, an employee receives his/her regular wages.

2. Employees Notify Supervisor of Jury Duty

An employee required to serve as a juror shall promptly notify his/her supervisor regarding dates summoned for jury duty service. An employee shall promptly notify his/her supervisor when selected as a juror.

3. Employee Submits Evidence of Jury Service

An employee summoned to serve as a juror shall submit evidence of being summoned. An employee serving as a juror shall submit evidence substantiating the employee’s daily attendance at court.

4. Employees Report Back to Work

When excused from jury duty, an employee shall report back to work immediately or notify his/her supervisor regarding their ability to return to work for the balance of his/her work shift.

5. Jury Duty Leave Equal Hours Worked

Effective: June 4, 2008
Cancels: Personnel Policy Manual Dated 1991, Section 11.17

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Accounting personnel count hours on jury duty leave as hours worked for payroll purposes and for the calculation of overtime pay. Employees do NOT surrender to Intercity Transit "jury duty pay" received from the court system.