

Jury Duty Company Policy

1. Introduction

At [Company Name], we recognize the importance of civic duty and support our employees in fulfilling their obligations as responsible citizens. This comprehensive policy outlines our approach to jury duty and provides detailed guidance for both employees and managers.

1.1 Purpose

The purpose of this policy is to ensure that employees can participate in jury duty without fear of job loss or financial hardship, while also maintaining the operational integrity of our organization.

1.2 Scope

This policy applies to all full-time and part-time employees who have completed their probationary period, regardless of their position or department within the company.

2. Notification Process

2.1 Employee Responsibilities

- Immediately notify your immediate supervisor upon receiving a jury duty summons.
- Provide a copy of the jury duty summons to the Human Resources department within 3 business days of receipt.
- Keep your supervisor informed about the expected duration of your jury duty service.
- Provide daily updates to your supervisor about your jury duty status if the service extends beyond one day.

2.2 Manager Responsibilities

- Acknowledge receipt of the jury duty notification from the employee.
- Work with the employee to plan for their absence and redistribute workload as necessary.
- Notify relevant team members and stakeholders about the employee's jury duty absence.
- Ensure that the employee's rights under this policy are respected and upheld.

3. Time Off and Compensation

3.1 Paid Time Off

Employees will receive their full regular pay for up to 10 working days of jury duty service per calendar year. This paid time off is in addition to other forms of paid leave (e.g., vacation, sick leave).

3.2 Extended Jury Duty Service

For jury duty service extending beyond 10 working days, employees may use available paid time off (PTO) or take unpaid leave. The company will continue to provide benefits during this extended period.

3.3 Partial Day Service

If an employee is released from jury duty before the end of their regular workday, they are expected to return to work if at least 3 hours remain in their scheduled workday.

3.4 Overtime and Shift Differentials

Jury duty pay will not include overtime or shift differentials. Employees will receive their base pay rate for the hours they would have worked during their regular shift.

4. Documentation and Verification

4.1 Required Documentation

- Employees must submit a copy of their jury duty summons to HR before their service begins.
- Upon completion of jury duty, employees must provide official documentation from the court verifying their attendance and the duration of service.

4.2 Falsification of Documentation

Any employee found to have falsified jury duty documentation or misrepresented their jury service will be subject to disciplinary action, up to and including termination of employment.

5. Work Responsibilities During Jury Duty

5.1 Communication Expectations

Employees are expected to maintain open communication with their supervisor regarding the status of their jury duty and any potential impact on work responsibilities.

5.2 Remote Work Options

When possible and appropriate, employees may be allowed to work remotely during periods when they are not actively serving on a jury. This arrangement must be approved by the employee's supervisor and HR.

5.3 Project Handover

Before beginning jury duty, employees should work with their supervisors to ensure a smooth handover of any ongoing projects or responsibilities.

6. Protection Against Discrimination

6.1 Non-Retaliation Policy

The company strictly prohibits any form of retaliation against employees who serve on jury duty. This includes, but is not limited to, demotion, reduction in hours, or negative performance evaluations based on jury service.

6.2 Job Protection

Employees will not lose their job or be demoted as a result of jury duty service, regardless of the duration of service.

7. Special Circumstances

7.1 Critical Business Needs

In rare cases where an employee's absence would cause extreme hardship to the company, we may ask the employee to request a postponement of their jury duty. The company will provide documentation to support this request if required by the court.

7.2 International Employees

For employees who are not U.S. citizens but are called for jury duty in their home country, this policy will apply similarly, with adjustments made to comply with local laws and regulations.

8. Employee Support

8.1 Counseling Services

Employees who experience stress or emotional difficulty as a result of their jury duty service may access our Employee Assistance Program (EAP) for confidential counseling and support.

8.2 Reintegration Support

Upon return from extended jury duty service, employees will receive support in reintegrating into their role, including catch-up meetings and, if necessary,

refresher training.

9. Policy Review and Updates

This policy will be reviewed annually by the Human Resources department to ensure compliance with current laws and best practices. Any changes to the policy will be communicated to all employees in a timely manner.

10. Contact Information

For questions or concerns regarding this policy, please contact:

Human Resources Department

Email: hr@companyname.com

Phone: (XXX) XXX-XXXX

11. Acknowledgment

All employees are required to acknowledge that they have read, understood, and agree to comply with this Jury Duty Company Policy. Please sign and date below to indicate your acknowledgment.

Employee Name: _____

Signature: _____

Date: _____

By implementing this comprehensive Jury Duty Company Policy, [Company Name] demonstrates its commitment to supporting employees in fulfilling their civic responsibilities while maintaining a productive and supportive work environment.