

POLICY NAME JURY DUTY

POLICY NUMBER 2.4.8

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

An employee may be excused with pay for jury duty, and will be allowed to keep any expense money received from the court. Employees are responsible for providing the Human Resources Administrator with proof of jury duty and shall return to work when excused by the court, unless one (1) hour or less remains of the scheduled workday.

If an employee is required by law to appear in court as a witness (other than in an official capacity as a Municipal Ice Complex employee), he/she will be allowed annual leave or leave without pay excused.

COMMENTS: From City of Huntsville