



Jury Duty Policy for Salaried Employees

1.0 PURPOSE

- 1.1 To provide employees with paid time off if required to serve on jury duty.

2.0 SCOPE

- 2.1 This policy applies to all full-time salaried employees of PCA (exempt and non-exempt).

3.0 POLICY

- 3.1 Pay for jury duty is intended to give an employee protection against a reduction in earnings caused by absence due to requirements of jury duty service.
- 3.2 An employee will be paid for up to two (2) weeks of jury duty service. In extenuating circumstances where jury duty service is reasonably expected to exceed two (2) weeks, an employee must make a written request to the Executive Director of Human Resources for approval of extended jury duty pay.
- 3.3 Pay for jury duty service will be at the employee's regular rate and will not be counted as time worked for the purposes of calculating overtime.
- 3.4 An employee may keep any payment received from the appointed court in addition to pay for jury duty service.
- 3.5 An employee is expected to return to work if they are released from jury duty service and would be able to reasonably report and complete a half day or more of work.

4.0 PROOF OF JURY DUTY SERVICE

- 4.1 An employee must provide management with proof of jury duty service for the time away from work to be approved and paid.

5.0 SUBPOENAS AND ALL OTHER COURT-RELATED LEAVES

- 5.1 An employee who is required by subpoena to appear in court or an administrative hearing, must inform management as soon as possible regarding the time and date the employee is requested to appear. Time off without pay will be granted for a subpoena. Time off for any other court or administrative appearances is subject to management's approval.

Revised April 2024