

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

<b>POLICY NO: 5.1.3</b>	<b>PAGE: 1 OF 1</b>	
<b>SUBJECT: JURY DUTY</b>		
<b>DEPARTMENTS AFFECTED: ALL</b>	<b>APPROVED BY:</b>	
<b>ISSUED: 1-13-92</b>	<b>REVISED: 7-14-98; 6-1-13</b>	<b>EFFECTIVE DATE: 12-1-90</b>

**PURPOSE:**

To allow employees to fulfill their civic responsibilities.

**POLICY:**

Full-time and part-time employees will be granted time off to serve on jury duty. Employees are required to present notification to their supervisor immediately so that proper arrangements can be made for a replacement.

Normally the department will not request an exemption from duty for the employee, however, should the employee's absence create a critical situation in the department, a written request to the court may be made for an exemption. The court will either: grant the exemption, shorten the length of the duty required or deny the request.

Full-time and part-time (hourly and salaried) employees will be paid the difference between their regular pay and jury duty for each normally scheduled day/hours of work missed because of service on jury duty.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive Marklund-provided compensation supplement.

The employee's pay warrant from the court will be evidence of the time served and should be forwarded to the Human Resources Department for payment of the benefit.