

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		534.1
Subject Title	Adopted	Last Revised	Reviewed
Jury Duty	03/01/96	6/30/2020	4/12/02; 10/12/05; 10/5/06; 5/19/10; 2/13/14; 4/10/17; 10/4/19; 6/30/2020; 10/29/21; 3/31/23; 3/28/24

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1. Jury Duty

- 1.1. In order to obtain leave time for jury duty, an employee shall submit a copy of the summons with their leave request form to Human Resources
- 1.2. In order to receive pay for jury duty, an employee shall provide evidence that they reported for jury duty on the days for which they claim payment. The employee shall obtain documentation from the Courthouse, which serves as verification of attendance.
- 1.3. Payment for the employee's time shall be for actual time spent for jury duty, but not in excess of regularly scheduled work hours nor in excess of eight (8) hours per day. The following are examples of how time shall be compensated:
 - 1.3.1. The employee is expected to return to work as soon as they are released from jury duty for the day unless an adjusted work schedule has been pre-approved.
 - 1.3.2. An employee is in court for eight (8) hours, but the employee is normally scheduled to work six (6) hours on that day; the employee will be paid for six (6) hours.
 - 1.3.3. An employee shall receive pay for no more than eight hours per jury-duty day.
- 1.4. Employees shall return to The Right Door for Hope, Recovery and Wellness any jury fees received for compensated time, but not travel reimbursement fees. Employee shall provide The Right Door for Hope, Recovery and Wellness Payroll Department with copies of reimbursement check received from the court for jury duty.

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Kerry Possehn, Chief Executive Officer	Date		