

## Jury Duty Leave

## Policy No. 310

***Policy Statement:***

The Archdiocese encourages and supports its employees in performing their civic responsibilities by serving as jurors when subpoenaed to do so.

***Definition:***

***Subpoena*** is a court-issued document requiring mandatory attendance by a person at a legal hearing or a court-related matter.

***Procedure:***

- a) Employees are to notify their immediate supervisor or designate as soon as possible upon receipt of the *subpoena* requiring time off from work.
- b) Employees will continue to receive their regular pay either to attend court for the purpose of jury selection and/or while serving on a jury during their regular scheduled working days.
- c) An employee in receipt of any jury pay will reimburse such pay to the Archdiocese in lieu of having received their regular pay.
- d) Subject to their regular scheduled hours of work per day, employees when appearing in court for four (4) hours or less will normally be expected to return to work for the remainder of their work day, unless otherwise required by the court.