

Agency Wide Policy and Procedure

SECTION: Payroll and Benefits

SUBJECT: Witness & Jury Duty

POLICY NUMBER: 3.14

ATTACHMENTS: None

APPROVAL DATE: 6/2018

REVISION DATE: 10/2021

Witness and jury duty leave is granted to any full-time employee summoned for service as a juror or as a court witness. An employee who is called for witness and jury duty, should show the summons to the Supervisor and request leave. The Supervisor will approve the leave unless the critical nature of the work calls for an Employer-requested postponement of or release from the duty.

This leave is with pay, but the employee must turn in any money received from the Clerk of Court to First Resources Corp.