



Policy 452: Jury Duty

I. PURPOSE

The purpose of this policy is to outline the rights and responsibilities of an employee and BrightWorks when an employee is called to serve for jury duty.

II. GENERAL STATEMENT OF POLICY

- a. An employee shall be allowed to absent themselves from work to serve on a municipal, county, state, or federal jury.
- b. Employees called to serve for jury duty will be paid their regular wages and are not required to take PTO contingent upon the employee remitting to BrightWorks the compensation received for jury duty services.
- c. Employees may retain travel expenses received for jury duty services.
- d. On days when jurors are dismissed from duty at an early hour, they will be expected to return to work for the balance of their workday.

III. PROCEDURES

1. BrightWorks employees summoned for jury duty service must notify their supervisor immediately of the period of time the employee will be required to be absent and furnish evidence of their jury duty summons.
2. The supervisor shall inform the business office of the employee's scheduled absences.
3. The supervisor must provide to the business office a copy of the pay stub showing the period of jury duty and the amount of jury compensation received by the employee.
4. If the employee's jury duty compensation check included both a stipend and travel expenses, the employee shall cash the check, then write BrightWorks a check for the stipend amount.

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