



## Jury Duty Leave

[ Owner: Office of Human Resources ]

Exempt Employees - The Diocese will not make deductions from the salary received by any exempt employee for absences of the employee caused by jury duty or for the purpose of testifying in official proceedings. However, after the employee has been absent for two (2) weeks, the Diocese reserves the right to make deductions for any subsequent workweek in which the employee performs no work.

Non-Exempt Employees – If a non-exempt employee is required to be absent from work because of jury duty or for the purpose of testifying in official proceedings, the Diocese will pay the employee for the resulting absences at the employee's straight time hourly rate for their regularly scheduled hours per workday. However, any absences greater than two (2) weeks will be paid only at the discretion of the Diocese.

Any amounts paid by the court for jury duty or for the purpose of testifying in official proceedings for up to two (2) weeks must be remitted to the Diocese to help offset the employee's pay.

Employees should contact their supervisors promptly after receiving notification to appear for jury duty or for testimony at an official proceeding. Employees should promptly provide to the Diocese a copy of all appropriate documentation, including a copy of any jury summons, subpoena or other summons to appear at an official proceeding. Employees should also provide to the Diocese a copy of the certificate of service or statement of exemption issued by a court upon the conclusion of any jury service.

Employees are expected to work as much of their regular work schedule in connection with jury duty or testimony in official proceedings will permit and are expected to advise the Diocese once the jury duty or testimony in an official proceeding is complete.

**EXCEPTIONS:** This policy does not apply to non-exempt employees who are absent from work for the purpose of testifying in official proceedings if the employee is a party in the proceeding or if the employee testifies for a fee as an expert witness. In such cases, the employee must use their paid vacation.