

311 Jury Duty

Effective Date: 9/17/2008

Revision Date:

MHLS encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

MHLS will continue to pay the employee's regular workday for up to 10 working days of jury duty during any 12-month calendar year. If an employee is required to serve jury duty beyond 10 working days, the Executive Director will review any arrangements.

If the employee receives monetary compensation from the court, MHLS will withhold the amount from earnings or shall be paid by the employee to MHLS.

Either MHLS or the employee may request an excuse from jury duty if, in MHLS's judgment, the employee's absence would create serious operational difficulties.

MHLS will continue to provide health insurance benefits for the full term of the jury duty absence; however for periods of leave without pay, accrual of paid leave time will be suspended.