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| Jury Duty Leave | **Last Revision:** | April 2018 |
| **Last Reviewed:** | April 2018 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices * InteguHealth |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

The primary purpose of this leave is to ensure that employees do not suffer undue hardship by loss of pay because of extended absences while performing jury service.

### POLICY

Full-time and part-time employees will be granted paid time off for jury duty after the ninety (90) day probationary period has been completed as an active employee. Pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials. Full-time employees are eligible to receive their base salary while on jury duty. Part-time employees receive pay for jury duty leave if they are scheduled to work on the days they serve on jury duty. If their service falls on normally scheduled workdays, pay is based on their regular scheduled hours for those days.

**DEFINITIONS**

Jury Duty - Where an individual is required to serve on a jury of their peers who are sworn to give a verdict in a legal case on the basis of evidence submitted to them in court.

### PROCEDURE

* + 1. Employees are responsible for notifying their manager when notice of jury is received. An employee who is required to appear in court for jury duty must present the summons or subpoena to their manager before attending court.
    2. Keep managers informed of any changes in jury duty status and days of service
    3. An employee is expected to return to work each day or portion of the day that they are not selected for jury duty, unless otherwise approved by their manager.
    4. At the conclusion of the trial, the employee must provide their manager with the certificate/documentation provided by the court that outlines the period of jury service.
    5. The manager must then provide that documentation to Talent Management and Payroll for processing and filing.
    6. Employees are not required to turn in vouchers for pay received while on jury service.