

POLICY AND PROCEDURE

Jury Duty

POLICY

[Church Name] encourages employees and/or volunteers to fulfill their civic responsibilities as members of their local community. Jury duty is considered one of these civic responsibilities to fulfill.

PROCEDURE

Employees or volunteers who are called to serve on a jury will be excused from work for the duration of their term and provided the term served is more than three days, will receive the different in wage, if applicable, between the jury compensation and their regular wages from [Church Name] for the number of days served. For periods of three days or less, full pay will be given if applicable.

When an employee receives a summons for jury duty, he/she will bring the form to his/her supervisor or the Senior Pastor as soon as possible to ensure the proper financial arrangements are made. When the employee is paid for jury duty, a copy of the payment check is to be submitted and the adjustment will be made in the next paycheck.

I have read the Jury Duty Policy, I understand and I agree to abide by the terms.

Employee/Volunteer's Name

Date

Date Revised: _____