

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Jury Duty

REVISED: 05/15/2008

POLICY: # 1700.12

APPLIES TO: Full Time Employees

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Southern Stone County Fire Protection District encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one (1) week of paid jury duty leave over any one (1) year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees

Introductory employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

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.

Either Southern Stone County Fire Protection District or the employee may request an excuse from jury duty, if in Southern Stone County Fire Protection District's judgment, the employee's absence would create serious operational difficulties.

Southern Stone County Fire Protection District will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.