

6.07 Jury Duty

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to grant pay to employees summoned for jury duty during normal working hours by a federal, state or other court of competent jurisdiction.

Procedure:

Upon receiving a request for jury duty, a Leave Request Form must be completed and forwarded to the employee's supervisor along with a valid copy of the summons. The employee will receive his/her normal rate of pay based on actual hours that would have been worked. Any compensation received by the employee from the court for jury duty during normal working hours must be reimbursed to the Director of Finance.

If it is determined that the employee's absence will create a hardship on the agency or may jeopardize the safety of fellow employees or clients, the employee will be urged to petition the court to be excused from jury duty.