

JURY AND WITNESS DUTY HELP DOC

- An employee who has been officially called to jury or witness duty, and must be absent from work as a result, must present the official court document which requests the employee's service, to his/her immediate supervisor.
- Employees should report to work as scheduled for periods not involved in actual Jury/Witness Duty.
- All time off must be approved by the employee's immediate supervisor. Non-exempt staff employees should record their jury hours on their UltiPro Employee Timesheet. Non-exempt Assistant Managers should submit a Time Off Request in MyUltiStuff to record their jury hours. A photocopy of the court document must be submitted. All time off and/or extensions beyond time provided by the initial summons must be accompanied by copies of official court documents.
- The Company will pay the employee their regular pay for the days the employee is required to report as specified on the jury summons, but in no case, no more than ten business days. Employees may be granted time off without pay to serve on extended cases upon request by presenting court documents indicating estimated dates. Regular pay for salaried and hourly employees is based on the employee's normal pay and normal scheduled working hours, and does not include overtime pay.
 1. All hours compensated as provided above will not be considered "hours worked" for the purpose of computing overtime.
 2. An employee required to appear in court as a result of his/her position with the Company, will be paid at their regular rate of pay.
- Any exception to this policy must be approved by the appropriate Vice President, Human Resources.

RESOURCES

For more information on this help doc, contact your manager.

Jury and Witness Duty Policy

Total Rewards Portal