

Jury Duty Policy

Document ID: HR-LOA-030 **Effective Date:** January 1, 2024 **Last Updated:** January 2024 **Owner:** People Operations **Applies To:** All Employees

Policy Statement

NovaTech supports employees fulfilling their civic duty. We provide paid time off for jury duty and will not penalize employees for serving.

Eligibility

All employees are eligible for jury duty leave: - Full-time employees - Part-time employees - Regardless of tenure

Leave Entitlement

Duration

- **Full pay** for the duration of jury service
- No limit on length (as required by court)
- Includes both jury selection and actual service

What's Covered

- Jury selection/voir dire
- Grand jury service
- Trial jury service
- Travel time to/from court

What's NOT Covered

- Voluntary court appearances
 - Being called as a witness (see Witness Policy)
 - Personal legal matters
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Process

When Summoned

1. **Notify your manager** as soon as you receive the summons
2. **Provide copy of summons** to HR
3. **Coordinate coverage** with your team
4. **Update your calendar** to show jury duty

During Service

- Check in with your manager periodically
- Update on expected duration if it changes
- You are NOT expected to work during jury service
- However, some employees choose to check messages during breaks (optional)

After Service

1. **Provide documentation** of service (court provides this)
 2. **Return to work** the next business day after service ends
 3. **Submit any jury pay received** (see compensation section)
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Compensation

Salary

- You continue to receive your regular salary
- No reduction in pay for jury duty time
- No use of PTO required

Jury Pay from Court

- Most courts pay a small daily stipend (\$15-50/day)
- You may keep this stipend
- If your court pays more, contact HR

Expenses

- Transportation and parking for jury duty are your responsibility
 - If financial hardship, contact HR to discuss
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Work Expectations

During Jury Duty

- You are NOT expected to work
- Don't feel pressure to check in
- Focus on your civic responsibility
- Optional: brief check-ins if you prefer

Extended Service

For lengthy trials: - HR will coordinate with your manager - Work will be reassigned - Your position is protected - You may check in periodically if you wish

Dismissed Early

If released early on a given day: - No requirement to return to work - You may choose to work if you prefer - Communicate with your manager

Postponement and Exemption

Requesting Postponement

If timing is problematic: - You may request postponement from the court - NovaTech will provide supporting letter if needed - Decision to postpone is yours (civic duty is important)

Exemption

We don't typically request employee exemptions because: - Jury service is an important civic duty - Exemption requests may not be granted - We believe in supporting the justice system

If you have a genuine hardship, discuss with HR.

Protection

No Retaliation

NovaTech will NOT: - Terminate you for jury duty - Discipline you for jury duty - Reduce your pay or benefits - Threaten or coerce you to avoid service

Protected Activity

Jury service is protected by law. If you experience any negative treatment related to jury duty, report to HR immediately.

Job Protection

- Your job is protected during jury service
 - Same or equivalent position upon return
 - Same salary and benefits
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Manager Responsibilities

When Notified

1. Acknowledge and support the employee
2. Plan for coverage during absence
3. Coordinate with team
4. Document in HR system
5. Don't pressure employee to avoid service

During Service

- Don't expect the employee to work
- Handle urgent matters with backup resources
- Be understanding of uncertain timelines
- Don't make the employee feel guilty

After Service

- Welcome employee back
- Brief on important updates
- Don't overload immediately
- Thank them for their service

Frequently Asked Questions

Q: Do I have to use PTO for jury duty? A: No. Jury duty leave is separate from PTO.

Q: What if I'm called but not selected? A: You're still covered for the time spent at court.

Q: What about grand jury service (which can last months)? A: You're covered for the entire duration. We'll work with you on extended absence.

Q: Can my manager ask me to postpone? A: Managers may discuss timing, but the decision is yours. We won't pressure you.

Q: What if I'm on a critical project? A: Civic duty takes precedence. We'll find coverage for your work.

Q: Do I need to provide proof? A: Yes, please provide a copy of your summons and court documentation of service.

Q: What if court is only half days? A: You may work the other half if you choose, but it's not required.

Q: Am I expected to work during lunch breaks at court? A: No. Your jury duty leave covers the entire day.

Related Policies

- **Witness Leave:** If subpoenaed as a witness
 - **Voting Leave:** Time off to vote
 - **Military Leave:** For military service obligations
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Contact

For questions: - **HR:** hr@novatech.com - **Slack:** [#ask-hr](#)

Related Documents: Time Off Policy (HR-LOA-001), Witness Leave Policy (HR-LOA-035)