

# Jury Duty Leave Policy

**Policy Number:** HR-LOA-006 **Effective Date:** January 1, 2019 **Last Updated:** February 1, 2022 **Owner:** People Operations **Applies To:** All employees in applicable jurisdictions

## Purpose

NovaTech Solutions supports employees fulfilling their civic duty through jury service. This policy ensures employees can serve without financial penalty.

## Leave Entitlement

### Paid Leave

- Employees receive full pay for up to **10 days** of jury duty per calendar year
- Pay is at 100% of base salary
- Jury duty exceeding 10 days will be reviewed case-by-case

### Extended Jury Service

For trials expected to exceed 10 days: 1. Notify HR immediately upon learning of expected duration 2. Submit documentation from the court 3. HR will work with you and your manager on extended leave arrangements 4. Additional paid leave may be granted for significant trials

## How to Request Leave

1. Notify your manager as soon as you receive a jury summons
2. Submit leave request in Workday under “Leave of Absence” → “Jury Duty”
3. Upload a copy of your jury summons
4. Provide updates on expected duration when known

## During Jury Service

### Work Expectations

- You are not expected to work during jury duty

- If dismissed early, you may return to work or use the remainder as a personal day
- Do not check work communications during active jury sessions

### **Daily Check-In**

- Brief check-in with manager is appreciated if service extends beyond 3 days
- Update expected return date as information becomes available

### **Documentation**

- Retain attendance records from the court
- Submit documentation to HR within 5 days of jury duty completion

### **Jury Compensation**

#### **United States**

- You may keep any jury duty compensation paid by the court
- No offset against NovaTech pay

#### **United Kingdom**

- Employees may claim loss of earnings from the court
- Contact [uk-hr@novatech.com](mailto:uk-hr@novatech.com) for guidance on UK jury service

### **Postponement**

If jury duty creates significant hardship for a critical project:

- Discuss with your manager and HR
- We may provide a letter supporting postponement request
- Final decision rests with the court
- We cannot require you to request postponement

### **Related Civic Duties**

#### **Witness Duty**

Employees subpoenaed as witnesses (not as a party to the case) receive the same benefits as jury duty.

## **Voting**

Employees receive up to 2 hours of paid time to vote in federal, state, and local elections if polls are not open outside of work hours.

## **Election Worker**

Up to 2 days of paid leave per year for serving as an election worker. Notify manager 2 weeks in advance.

## **Manager Responsibilities**

- Approve jury duty leave promptly
- Arrange work coverage during employee's absence
- Do not pressure employees to request postponement
- Maintain flexibility for uncertain timelines

## **Frequently Asked Questions**

**Q: What if I'm called for jury duty during a critical project?** A: Discuss with your manager. We can provide documentation supporting a postponement request, but cannot require you to seek postponement.

**Q: Do I get paid if I'm called but not selected?** A: Yes, the entire time spent at the courthouse counts as jury duty.

**Q: What if jury duty falls during a previously scheduled vacation?** A: You may reschedule your vacation. Contact HR for assistance.

**Q: Can I work remotely in the evenings during jury duty?** A: Jury service takes priority, and you should not feel obligated to work. However, if you choose to check in briefly, that's your decision.

## **Contact**

For questions about this policy, contact People Operations at [leave@novatech.com](mailto:leave@novatech.com) or via #ask-hr on Slack.

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*Related Documents: Annual Leave Policy (HR-LOA-001), Time Off Request Procedures (HR-LOA-010)*