

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)
ADMINISTRATIVE MANUAL

SUBJECT: JURY DUTY

No: AM 8.20

EFFECTIVE DATE: 12-02-97

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REVIEWED/REVISED: 4/01/03; 11/04; 05/05; 04/06; 01/07/ 03/08; 3/09; 3/10; 3/11; 10/11; 6/12; 1/13; 1/14; 1/15; 1/16; 11/17; 1/18; 04/18; 1/21; 1/24

Corporate Policy

PURPOSE:

To allow employees to perform their civic responsibility with regard to jury duty and to communicate the policy regarding payment to full time and part time benefits eligible employees summoned to jury duty.

POLICY:

Employees who are called for jury duty shall be provided time off with pay. An employee who is summoned to jury duty shall be paid the amount that he/she would have been paid for working his/her authorized scheduled hours. Jury duty pay received from the court must be endorsed to the hospital in order to receive full pay for time off for jury duty.

PROCEDURE:

1. All employees will be granted as much time off as is necessary to fulfill their jury duty obligation.
2. Jury duty 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.
3. The employee is responsible for presenting his/her manager with the summons for jury duty as soon as possible after notification in order to arrange the schedule to accommodate their absence.
4. Employees are expected to report for work whenever the court schedule permits.
5. The employee shall provide to his/her manager the record from the court that they have served jury duty. The manager will then forward that documentation to payroll and the Business Office confirming they served jury duty.
6. Either WCRH or the employee may request an excuse from jury duty if, in WCRH's judgment, the employee's absence would create serious operational difficulties.
7. WCRH will continue to provide health insurance benefits for the full term of the jury duty absence.
8. PTO will continue to accrue during paid jury duty leave.
9. The employee's time record shall be properly coded for jury duty with no impact on the employee's Paid Time Off accrual balances.

Administrator