

## **5.05 Jury Duty**

In the event an employee is summoned for jury duty they will, regardless of exempt or non-exempt status, be excused from work to attend to this duty and receive their regular work pay. "Regular work pay" does not include overtime compensation. Employees are expected to return to work on any day that jury service takes less than the entire working day.

Upon receiving a jury duty summons, the supervisor should be notified as far in advance as possible, so proper arrangements can be made to cover work duties.