

JURY DUTY LEAVE/VOTING TIME OFF

Jury Duty

An employee called for jury duty will be granted leave with pay for this purpose. The employee must provide his supervisor with a copy of the jury summons and keep the supervisor informed concerning the trial status. If court is not in session for any reason between Monday – Friday, the employee is expected to be at work.

Voting Time Off

An employee will be permitted to take up to two hours from work without loss of pay to vote in a federal, state or municipal election if she or he cannot vote outside of office hours. Employees wishing to take advantage of this time-off-to-vote privilege must notify their supervisor at least two days in advance of the election date.