

Warren-Newport Public Library District

Staff Manual

311 Jury Duty

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The Warren-Newport Public Library District (WNPLD) encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 15 days of paid jury duty leave over any one-year period. Employees will be expected to sign over to WNPLD any paychecks they receive from the courts for the first 15 days of employer-paid jury duty.

Jury duty pay 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, such hours to be calculated by dividing the employee's "normal weekly hours" by five days per week. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either WNPLD or the employee may request an excuse from jury duty if, in the Warren-Newport Public Library District's judgment, the employee's absence would create serious operational difficulties.

WNPLD will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Employees will not be reimbursed for travel expenses to or from the court.