Jury duty POLICY

ABC Company will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the employee’s manager to verify the need for such leave. The employee will receive the difference between jury duty pay and his or her normal salary or wage for each day of jury duty up to a maximum of five days per year in addition to any other paid leave.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee’s responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the Company‑provided compensation supplement.

this policy is legally desirable