

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-1-1****Policy Title:**

Jury Duty

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone encourages employees to fulfill their civic responsibility by serving jury duty when required. Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request up to 2 weeks of paid jury duty leave over any rolling 12 month period beginning with the first day of duty. Employees will keep any fees received for this duty.
2. 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, up to forty (40) hours per week. Employee classifications that qualify for paid jury duty leave are:
 - Regular full-time employees
3. 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.
4. 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.
5. Either Keystone or the employee may request an excuse from jury duty if, in Keystone's judgment, the employee's absence would create serious operational difficulties.
6. Keystone will continue to provide health insurance benefits for the full term of the jury duty absence.

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

NOTES: