Policy Title: Jury Duty

MGS encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of five calendar days of service in an eligible classification may request up to one week of paid jury duty leave over any two year period.

Jury duty pay will be calculated on the employee's base pay rate for eight hours less any jury duty compensation. The employee must submit receipt from the court of jury duty pay to Human Resources for payroll processing. Employee classifications that qualify for paid jury duty leave are:

*Regular full-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 MGS or the employee may request and excuse from jury duty if, in MGS's judgement, the employee's absence would create serious operational difficulties.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these instances.

MGS 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.