
Jury duty company policy

This **Jury Duty policy sample** is ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies.

Policy brief & purpose

Our **jury duty company policy** takes effect when an employee is called for jury duty. We want our employees to fulfil their civic duties, when they're summoned by courts, without loss of income. This policy will address jury duty pay as well as relevant procedures.

We will follow all relevant federal and state laws.

Scope

This policy refers to all employees who are called for jury duty.

Policy elements

If you are called for jury duty and you are an exempt employee, you can take [*one day*] off without deduction from your salary. If local or national law stipulates more days of paid jury duty leave, we will follow the law. Hourly employees may take [*one unpaid day*] off for jury duty. If local or national law obliges us to provide hourly employees with paid jury duty leave, we will follow the law.

To keep good records, we ask you to bring us [*a copy of your summons for jury duty and a document that proves you served.*]

If you are summoned at an inconvenient time for company operations (e.g. when you are scheduled to attend a company conference,) we may send an official postponement request to the courts. HR and employees should discuss this as soon as possible.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.

Further reading:

- [What is Jury Duty?](#) – About.com