

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.10	Pages: 1 of 1
Chapter: Employee Benefits		Effective Date: August 11, 1994
Subject: Leave for Jury Duty		

I. POLICY:

Cumberland County Government shall provide time off with pay to employees called upon for jury duty.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. An employee who is called upon to serve as a juror shall receive his/her full salary.

1. An employee who is required to attend jury duty during a shift period which is immediately contiguous to his/her scheduled work shift and wholly within the day of such duty, shall be excused from the scheduled work shift.
2. If an employee's work hours extend from one day to the next and the required jury duty is a shift period not immediately contiguous to his/her scheduled shift, the employee shall have the option of choosing to be excused from the scheduled work shift prior to or after the required appearance provided the work shift from which he/she is excused is partly within the day of said jury duty.

B. Department heads shall:

1. Require an employee to present proof that he/she is scheduled for jury duty.
2. Require employees to submit evidence that he/she attended said jury duty. Written verification should be signed by representative of the court.
3. Require an employee to report to work when the employee receives advance notice that he/she is not required to report to court on a specific working day.
4. Forward paperwork required in (1) and (2) above to the Payroll Department with the employee's time sheets.