

## Jury Duty Policy

approved: 12/14/2023

effective: 1/1/2024

RVCDS, believes an employee has a civic responsibility to serve when called as a juror. While neither West Virginia State nor Federal law require employers to pay an employee during the time they are off for jury/witness leave, RVCDS believes in providing income protection for the employee during said periods of time. Eligible employees will receive their regular rate of pay while serving on a jury in addition to any funds received from court for serving on the jury and transportation fees, such as parking and or mileage. Additionally, the absence(s) associated with this type of leave will be considered excused and will not be deducted from the employee's leave time.

The employee is expected to return to work when they are not required to be in court unless the employee has notified their supervisor in advance that they are taking accrued PTO.

The above statement applies provided that the employee:

- provides to their supervisor the summons to serve on a jury prior to the time they are scheduled to serve, and
- furnishes their supervisor with evidence of having served on a jury for the time claimed (the court will provide documentation).

Jury duty leave will be reflected on your time sheet. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay.

Drafted: 11/7/2023

Approved by BOD: