



# Jury Duty Company Policy Template

Welcome to [Company Name]! We understand that jury duty is a civic responsibility that may require time away from work. As such, we have established the following policy to support our employees who are called to serve on a jury.

## **1. Eligibility:**

Employees who are summoned for jury duty are eligible for leave under this policy.

## **2. Notification:**

Employees must provide a copy of their jury duty summons to their supervisor as soon as possible.

## **3. Leave Entitlement:**

Employees will be granted unpaid leave for the duration of their jury duty service. However, employees may choose to use any available paid time off (PTO) or vacation days to cover their absence.

## **4. Documentation:**

Employees must provide a copy of their jury duty certificate of attendance to HR upon their return to work.

## **5. Protection from Retaliation:**

Employees are protected from any form of retaliation for serving on a jury. Any employee who believes they have been retaliated against for fulfilling their jury duty obligations should report it to HR immediately.

## **6. Questions:**

If you have any questions about this policy or need assistance with jury duty leave, please contact HR.

We appreciate your commitment to fulfilling your civic duty and thank you for your understanding and cooperation in following this policy.

[Company Name] HR Team

Sources:

- Jury Duty Laws by State: [\[source link\]](#)

- US Department of Labor: Employee Rights under the Family and Medical Leave Act: [\[source link\]](#)