

JURY DUTY

Employees will be granted leave to serve on a jury. RAILS will grant paid time off for up to four weeks of regularly scheduled work hours to any employee summoned for jury duty. Any remaining time required for jury service may be unpaid. Any employee summoned for jury duty should provide a supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave will be required to provide copies of their jury duty checks [to their supervisor and the human resources department](#) for verification of jury duty service and payroll processing. Employees may keep their juror pay.

Commented [SD1]: "Employees requesting and/or returning from jury duty leave will be required to provide copies of their jury duty checks to their supervisor and the human resources department for verification of jury duty service and payroll processing. "

Approved by the RAILS Board January 17, 2020