

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship and the parish will not ask that an employee be excused from jury duty except for grave cause.

- HR 71. Employees who work twenty or more hours per week who are serving on a jury duty for two weeks or less will be paid normal wages, less any jury duty pay.
- HR 72. Employees who receive a notice for jury duty service must contact their supervisor as soon as possible so that appropriate contingency staffing can be considered.
- HR 73. In order to be entitled to jury duty leave pay, an employee must present a letter or the check stub from the court clerk to the employee's supervisor showing evidence of jury duty pay and time served, within one week of receipt.
- HR 74. Employees serving on jury duty longer than two weeks are not entitled to additional paid jury duty leave. The employee may use vacation time if serving on a jury in excess of two weeks. Employees are required to work their regular work schedule on days when court is not in session, and are expected to work the remaining part of their schedules if excused from court.

ARCHDIOCESE OF SEATTLE

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