

Title: Jury Duty Pay		Policy Number: C-8370-303
Originating Department: Human Resources	Affected Department: All FHC Entities	
Original Date: 03-1993	Revised Date: 12-2014	Reviewed Date: 02-2020
Medical Director Approval (if applicable):	Vice President, Quality Approval:	
Vice President Approval:	CEO Approval:	

POLICY:

FirstHealth of the Carolinas will provide financial support to employees unable to work a scheduled shift due to a jury duty service requirement.

I. PURPOSE:

To reduce the financial burden on employees unable to work scheduled shifts due to meeting their civic responsibility of jury duty.

II. ELIGIBILITY:

Full-time, three-quarter time and half-time employees are eligible for jury duty pay.

III. EMPLOYEE RESPONSIBILITY:

In order to receive jury duty pay the employee must:

- Present the court summons to his/her Supervisor immediately upon receipt.
- Notify his/her Supervisor immediately when released from jury duty, either temporarily or permanently. The Supervisor will advise the employee at that time of his/her responsibility to return to work.
- Submit the jury duty pay stub to his/her Supervisor immediately upon receipt. The Supervisor will forward the pay stub to Payroll to ensure the employee receives the appropriate pay.

IV. JURY DUTY PAY:

The employee will be paid at his/her base hourly rate for actual hours spent on jury duty, up to eight hours a day, when the jury duty service prevents the employee from working a scheduled shift. The employee's jury pay from FirstHealth will be adjusted by the amount paid by the court.

Jury duty pay is not considered as hours worked and therefore the hours are not included in the overtime calculation.