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| <b>Subject:</b> Jury Duty                               | <b>Policy/Procedure Number:</b> 00004                                       |
| <b>Effective Date:</b> TBD                              | <b>Review Date:</b>   |
| <b>Applicable To:</b> VT State Legislative Employees    | <b>Revision Date:</b>   |
| <b>Issued By:</b> Office of Legislative Human Resources | <b>Approved By:</b> Human Resources; Joint Legislative Management Committee |

## PURPOSE AND POLICY STATEMENT

The Vermont General Assembly encourages employees to recognize and perform their civic responsibilities. This policy establishes the policies and practices when an employee needs to be absent from work for jury duty.

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## GENERAL GUIDELINES

Employees summoned for jury duty shall be excused from work for the time necessary to perform that duty when they furnish timely notice of summons to their supervisor. Employees are encouraged to serve for jury duty when summoned.

Employees should provide documentation from the court that shows the request to serve, as well as any documentation provided that shows the times and dates served.

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## JURY DUTY PAY

Employees may receive regular wages for each day of jury duty that is served (this would typically be a regularly scheduled shift per day, e.g. eight hours a day) and *forgo* the jury duty pay; or eligible employees may use accrued paid time off for each day of jury duty that is served *and* accept the jury duty pay in addition.

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This document is subject to change and is not intended to establish a contract of employment or any contractual rights.

Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Office of Legislative Human Resources at the Vermont General Assembly, Montpelier, VT, in writing.