



Update Date: October 2024

Responsible Official: Executive Director

GMHEC

Jury Duty Policy

GMHEC encourages employees to accept their civic responsibility if they are called for jury duty. All full- and part-time employees, excluding temporary employees, will be paid for time for required jury duty for up to twelve weeks per year. Proper documentation regarding confirmation of jury duty must be provided. The employee's status as an at-will employee will remain the same and all benefits will continue. When called for jury duty, the employee must notify the supervisor and provide subsequent notification of jury duty related absences. Whenever employees are released from jury duty for partial or full days, they are expected to report for work at GMHEC. An employee's time record must accurately reflect jury duty service.

Employees should contact their supervisor with any questions.