

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits
Section 409 – Jury Duty Leave

1. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides paid administrative leave to all employees for mandatory jury duty or court appearances required as a result of a valid subpoena or court order for a period of up to 4 weeks beginning when the employee is first called.
- b. There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses.
- c. PFC will continue to provide insurance benefits for which the employee is eligible and enrolled during the full term of the jury duty absence.
- d. Vacation, sick, personal and child involvement leave accrual will continue to accrue during any jury duty leave.
- e. Time off for personal court appearances as a party to any civil or criminal litigation shall not be compensated by PFC, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.
- f. Employees are required to inform their supervisor about the amount of time required for jury duty or court appearances, providing updates within 24 hours of receiving notification.

2. Guidelines

- a. Employees are expected to report for work whenever the court schedule permits.