

C. Leaves of Absence

Employees should submit a request for leave as far in advance as possible to ensure the medical practice has time to arrange adequate staff coverage.

Jury Duty

We encourage our employees to be good citizens. Employees who are summoned for jury duty must inform their supervisors as soon as they receive their summons and provide a copy of this summons. Employees are expected to report to work on any given day, or any remaining part of a day, when excused from jury duty.

Employees are entitled to any compensation they would have received from the practice for the period during which they must report to jury duty. In addition, employees are entitled to keep whatever compensation they receive, if any, for their service on a jury.

Employees appearing in court on their own behalf (ie, not related to [Medical Practice] or as a juror) must use vacation days or receive approval for leave without pay. Employees testifying in proceedings involving [Medical Practice] will continue to receive their regular pay.

{⇒ Some medical practices require employees to submit to the practice any payment from the court for jury duty. This may be more trouble than it is worth in some cases. Some other medical practices adopt a policy like this: Employees who are called to serve on jury duty will be compensated for the difference between pay received from the court and straight-time base pay. The employee may retain any payment for mileage and parking.

Many medical practices do not limit the period for which compensation will continue. If state law allows such limitation, you may want to do so to avoid the unique situation of prolonged jury duty.

Some states require payment of full compensation for jury duty. Some allow you to limit the payment to a set amount (for example some states require payment of an amount such as \$50 a day for the first 3 days). If your state does not require payment or limits the period of payment, you might consider the following: “Depending upon the employees position, duties and workload, this medical practice reserves the right to limit compensation for jury duty in a one-year period in excess of 10 days. If it can reasonably be anticipated that jury duty may approach this limit, the employee should discuss the situation with their supervisor or the manager prior to beginning jury duty. Otherwise, contact your supervisor or the manager when it appears jury duty may exceed this limit.”

Title 28 United States Code, Section 1875, provides that no employer may discharge intimidate or coerce any permanent employee because of jury service (but does not require payment of compensation). }