


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Jury Duty Time Off
	Policy Reference No:	5-10
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

An employee required to render jury service shall be entitled to be absent from work during that service. Regular full-time employees will be paid at their regular salary during the absence. The employee's regular salary shall be reduced by any payment received by the employee from the court system for jury duty.

Employees are expected to return to work if court services are not required and jury service ends two (2) hours or more before the end of their normal workday.

Employees shall present their supervisor with a copy of the jury service notification indicating the date(s) they are to serve as soon as they receive the notice.

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Revision No.	Revision Date	Nature of Revision	Approved By