

JURY DUTY

Oak Hill encourages employees to fulfill their civic responsibilities by serving jury duty when required. If you are required to serve on jury duty, you must bring your juror summons to the Benefits Office in order to be excused from work. You will be paid regular pay for the first five (5) days of jury service (or any part thereof) within your regular work schedule. If your jury service extends for more than five work days, Oak Hill will pay your regular wages less any reimbursement received from the government.

At the conclusion of your jury service, you must bring your jury service certificate to the Director of Benefits and Compensation. This certificate will confirm the dates of your jury service.

While you are serving on jury duty, please call your supervisor as often as necessary. Employees are expected to report for work whenever the court schedule permits.

Originally published: May 1, 2006