



**Manual:** Human Resources

**Section:** Employment

**Number:** HR121v7

**Policy**    **Procedure**

**Title:** Jury and Witness Duty

<p><b>Current Content Expert:</b> Kathleen Wilkinson, Director of HR Operations &amp; Associate Wellness Officer <b>Department Head:</b> Mark Steiman, Vice President Chief Human Resources Officer</p>	<table border="1"> <thead> <tr> <th><b>Committee Approval(s)</b></th> <th><b>Date(s)</b></th> </tr> </thead> <tbody> <tr> <td>HR Strategy Team</td> <td>12/05/22</td> </tr> <tr> <td>P&amp;P Coordinating Committee</td> <td>12/13/22</td> </tr> </tbody> </table>	<b>Committee Approval(s)</b>	<b>Date(s)</b>	HR Strategy Team	12/05/22	P&P Coordinating Committee	12/13/22
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<p><b>Executive Management Team Member:</b> Mark Steiman, Vice President Chief Human Resources Officer <input type="checkbox"/> New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Reviewed (no changes) Track: <input type="checkbox"/> A <input checked="" type="checkbox"/> C <b>Replaces:</b> 09/89, 07/99, 01/02, 05/05, 04/07, 09/11, 07/12, 06/18, 05/20</p>	<p><b>Medical Executive Committee Approval Date:</b></p> <p><b>Board of Directors Approval Date:</b></p> <p><b>Effective Date:</b> 12/13/22</p>						

**I. PURPOSE:**

To advise associates of their rights when called for Jury or Witness Duty.

**II. POLICY:**

Any associate wishing to serve jury or witness duty or is called to serve on a jury or perform witness duty may do so. There is no length of service rule that must be satisfied to qualify for these two types of duty.

**A. Jury Duty**

1. Associates must request jury duty in Workday Absence
2. Non-exempt associates are not paid for jury duty but may use accrued Paid Time Off (PTO) hours during this unpaid absence from work. It is the associate's responsibility to report for work at the end of jury duty. Failure to do so will be considered a voluntary resignation.
3. Exempt associates shall receive their full weekly salary for any week in which they perform any work and also serve on a jury or as a witness in accordance with law. If personal time is also taken within the same work week, please refer to Human Resources Policy 225: Paid Time Off regarding the use of PTO.

**B. Witness Duty**

1. Non-CHOC Related Witness Duty: An associate who is required to appear in court as a witness may take unpaid time off for this purpose provided the associate provides CHOC with reasonable advance notice. There is no length of service requirement for this time off.
2. CHOC Related Witness Duty: Associates who appear as witnesses on behalf of CHOC will be paid their straight-time hourly rate for the time they are required to be in court or at another legal

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proceeding. All such pay must have prior written authorization from the Vice President, Human Resources or designee.

<b>REVISION HISTORY</b>			
<b>Number</b>	<b>Date</b>	<b>Author</b>	<b>Revision / Updates</b>
HR121v7	12/05/2022	K. Wilkinson	Reviewed with no changes, addendum added

## Addendum

**Applies to Georgia (GA) and Tennessee (TN) associates only:**

Non-exempt employees working in GA and TN will receive their regular compensation for time spent engaged in attending court for prospective jury service or for serving as a juror or a witness under a subpoena or court order.