Policy

An employee summoned for jury duty must notify their Manager as soon as possible after being summoned and must provide the Manager with a copy of the summons. Mid-Missouri Supported Living, LLC, employees will be granted a leave of absence for any jury duty actually served. The employee must notify their Manager when released from jury duty as soon as possible and must report to work on the next scheduled shift after they have been released from jury duty, subject to applicable state law.

The employee shall receive the difference between their regular, straight time pay or salary for work time actually lost because of jury duty, less court pay received for jury duty. When you report for jury duty and are compensated by the court for your service, retain and turn in the record of those payments to your Manager so that your jury duty pay can be processed. (Any allowance for mileage or meals paid by the court will not be included in the calculation of the money paid by Mid-Missouri Supported Living, LLC.) Due to Mid-Missouri Supported Living, LLC, pay cycles, calculations of jury duty pay may or may not occur in the pay period in which the employee served.

This provision will also apply to employees summoned or subpoenaed by a court to appear as a witness where state law requires that such leave be provided.

You must keep your Manager apprised daily of the status of your jury service.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL