



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Jury Duty

**THIS POLICY**

Policy Number: 406

Effective Date: 11/01/2002

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**REPLACES POLICY**

Policy Number: 406

Effective Date: 10/01/93

**Policy:**

Wesley Woods Senior Living, Inc., recognizes citizens responsibility to serve jury duty. It is our policy to accommodate employees with requisite time off and up to eight (8) hours pay per day, for an absence due to jury duty.

**Procedure:**

1. Employees summoned for jury duty are expected to notify their direct supervisor as soon as possible, providing the date(s) they will be out from work.
2. Employees scheduled the night shift prior to jury duty or the evening shift after jury duty will be scheduled off for that shift.
3. In order to receive compensation, employees must obtain written documentation from the jury clerk indicating time served on jury duty. This documentation must be given to the employee's immediate supervisor for attachment to ***applicable time reports***.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Date Reviewed: 11/01/02 Revised: 09/01/2007 Adair Maller, Director Human Resources