

11.5 JURY AND WITNESS DUTY LEAVE

All employees are allowed unpaid time off if summoned to appear in court as a witness or serve as members of a jury. To qualify for jury or witness duty leave, you must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed. Vanguard Academy will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

Approved: 08/15/2015