

Department Policy and Procedure Manual

Subject: Jury Duty  
Scope: Organization-Wide

Effective Date: 6/22/1998  
Page 1 of 2

**I. Purpose**

The purpose of this policy is to define the procedures for receiving pay for time away from work while performing jury duty.

**II. Policy Statements**

- A. The hospital encourages employees to fulfill their civic responsibilities by serving jury duty when required. An employee is eligible for paid leave if he/she is budgeted to work at least 40 hours a pay period. Jury duty day is considered to be equal to what the employee's normal schedule is for that day. The employee will be paid the difference between his/her regular salary and the amount of money received from the court.

**III. Procedures**

- A. Employees must show the jury duty summons to their department head as soon as possible so that arrangements can be made to accommodate their absence.
- B. Employees are expected to report for work whenever the court schedule permits.
- C. ETA Recording Procedure
  - a. Employees will be paid the difference between his/her regular salary and the amount of money received from the court.
  - b. The employee is responsible for presenting a copy of the itemized check stub to his/her manager to submit to Payroll for that pay period.
  - c. For each day an employee serves on jury duty, an employee should record as "Jury Duty" for the number of hours scheduled to work.

- See comment above

- D. ETA/Pay Codes

Pay Code Description	Code
Jury Duty	203

**IV. Cross References / Related Policies**

ETA Page on The Point: <http://thepoint.luriechildrens.org/performance/eta/default.htm>

*DISCLAIMER: This policy was developed solely for the use of Children's Hospital of Chicago Medical Center and its affiliates (the "Medical Center"). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose. Nothing in this policy alters the employment-at-will relationship of employees.*



Department Policy and Procedure Manual

Subject: Jury Duty  
Scope: Organization-Wide

Effective Date: 6/22/1998  
Page 2 of 2

Date Written: 6/22/1998

Date Reviewed/Revised: 2/1/2009; 7/1/2011; 10/1/2014

Date of Approvals:

Hospital Operations Committee: 7/13/2011

Administrative Policy &  
Procedure Committee: 3/11/2011,  
9/1/2016

*DISCLAIMER: This policy was developed solely for the use of Children's Hospital of Chicago Medical Center and its affiliates (the "Medical Center"). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose. Nothing in this policy alters the employment-at-will relationship of employees.*