

SMC Court and Jury Duty Leave

Employees are permitted to take unpaid leave to appear as witnesses in court proceedings, or to attend court as a victim of a crime. The employee must notify an immediate supervisor of the need to take court attendance leave as soon as possible so that the supervisor may make arrangements to accommodate his/her absence.

Employees are also permitted to take leave to serve jury duty. The employee must provide an immediate supervisor with evidence of jury duty service as soon as possible so that the supervisor may make arrangements to accommodate his/her absence. The Company will pay the difference, if any, between the weekly amount an employee would receive for his/her regular weekly pay, not including overtime, and the weekly amount of moneys paid to such employee by the authorized governmental agency for serving as a juror, provided the employee provides the Company with a receipt of compensation for same.

Employees are required to report to work as permitted by the court schedule. If you are released from court with at least four (4) hours remaining in your work day, you should return to work for the remainder of the day.