347: Approved Absences

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Section: Human Resources

Subject: Approved Absences

Approved by: Tony Massey

Effective Date: October 19, 2000

Last Reviewed Date: January 2, 2024

Policy Owner: Director of Human Resources

Policy

Scope: All Team Members

Jury Duty

Employees serving on jury duty will receive their regular pay less any jury duty pay for that period. Employees are expected to work all scheduled hours not required for jury duty. To qualify for regular pay, the employee is required to notify his/her manager in advance and present a copy of the jury notice, so a replacement can be arranged. Only actual hours on the job will be considered in the calculation of overtime.

Voting

All employees eligible to vote will notify their Manager and be allowed reasonable time off from work with pay to vote on election day at their local polls. This practice will apply to all elections for local, state, and national offices. This policy is restricted to cases where there is not sufficient time, as specified by state law, for the employee to go to the polls and vote before or after work.

Bereavement

In the unfortunate event of the death of a member of the immediate family, employees are normally allowed a personal leave without loss of pay up to a maximum of three (3) days to include the day of the funeral. The intent of this policy is to insure that employees arrange with their manager for the necessary amount of funeral leave. Time off for funerals, with pay, will not be considered as time worked in the calculation of overtime (i.e., only those days in which work was scheduled will be eligible for funeral pay).

The immediate family includes parents, grandparents, parents-in-law, spouse, children, legal wards, legal guardians, brothers and sisters. When deemed appropriate, the employee's manager may make special considerations for the funerals of others. Normally, these other considerations are made without pay.

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