

CHAPTER 3 – EMPLOYEE BENEFITS

3.11 CIVIL LEAVE (JURY OR WITNESS DUTY)

An employee who has been subpoenaed by a court for jury duty or as a witness may be allowed civil leave. A copy of the summons should be available and presented if requested. Jury/Witness duty pay will be calculated on the employee's pay rate times the number of hours the employee would otherwise have worked during the time the employee is serving Jury/Witness duty. Jury duty or Witness fees paid to the employee will be turned back to the cemetery by the paid employee.

3.12 MISCELLANEOUS LEAVE

Short absences for activities considered in the best interest of the cemetery, such as time to vote or donate blood, are allowed with approval of the Sexton or Office Manager.