

### **SECTION 3 - Personnel**

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 25 November 2017

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## **3.9 Jury Duty**

### **3.9.1 Reimbursement**

Any regular full-time employee who is required to perform Jury Duty, Coroner's Duty, or as a Crown Witness or Coroner's Witness on a day which he/she would normally have worked, will be reimbursed by the Parish and/or the Territory of the People for the difference between the pay received for Jury Duty and his/her regular straight-time hourly rate of pay for his/her regularly scheduled hours of work.

It is understood that such reimbursement shall not be for hours in excess of eight (8) per day or forty (40) per week, less statutory pay received for Jury Duty.

The employee will be required to furnish proof of Jury Services and Jury Duty pay received.

### **3.9.2 Holiday Pay and Overtime Calculations**

Hours paid for Jury Duty will be counted as hours worked for the purposes of qualifying for vacation and for recognized paid holidays, but will not be counted as hours worked for the purpose of computing overtime