



(Current August 2024)

Employees are granted leave if they are summoned and report for jury duty. You must notify the Human Resources Department as soon as practicable of receiving notice by providing Human Resources with a copy of the notice form.

CATIC will pay you the difference between your regular pay and your jury duty pay for a period not to exceed four weeks. You will keep any mileage reimbursement received from the court.

If your jury service extends beyond a single day, you will be required to report to work on any full days off as jury duty schedule permits.

Upon completion of service, you will be required to submit the confirmation of service received from the court.