

JURY DUTY

Dunwoody encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to 2 weeks of Dunwoody paid jury duty leave over any one-year period. Employees are required to submit their jury duty stipend to the school in exchange for their regular pay. Employees must show the jury duty summons to their supervisor. Employees are expected to report for work whenever the court schedule permits.

Either Dunwoody or the employee may request an excuse from jury duty if, in Dunwoody's judgment, the employee's absence would create serious operational hardship.

Dunwoody will continue to provide health insurance benefits for the full term of the jury duty absence. PTO will continue to accrue during jury duty leave. Dunwoody will not make deductions from the salary of an exempt employee who serves on a jury if the employee also performs work for Dunwoody in the same work week.