

#5.18

JURY DUTY

POLICY:

1. Chapel by the Sea encourages Pastoral, Program and Support employees to fulfill their civic responsibilities by serving jury duty when called.
2. Therefore, it is Chapel's policy to provide employees with reasonable amounts of time off to serve.

APPLICATION: This Policy shall apply to all Chapel by the Sea employees.

PROVISIONS:

3. Employees shall show the jury duty summons to the Pastor or Office Administrator as soon as received so that arrangements for coverage can be made during their absence.
4. Either Chapel by the Sea or the employee may request an excuse from jury duty if, in the judgment of the Pastor, the employee's absence would create operational difficulties.
5. All benefits to which the employee is entitled will continue to accrue during the full term of jury duty.

RESPONSIBILITY: The Pastor shall be responsible for ensuring compliance with this Policy.