

# MACOMB COUNTY HUMAN RESOURCES POLICY

## JURY DUTY

If a full-time employee is called for jury duty, the employee shall promptly provide a copy of the official notice to their immediate supervisor. An employee who is assigned to the afternoon or midnight shift must be switched to the day shift as their regularly scheduled shift while serving on jury duty. Should an employee be released from jury duty prior to the end of that shift, the employee must return to the department and work until the conclusion of that shift. The employee will be paid their normal daily wage for the assigned shift. The employee must remit and deliver any payment received as a result of jury duty service to their immediate supervisor. This payment shall be processed for deposit with the Macomb County Treasurer. The employee may retain reimbursed expenses provided to employees as a result of jury duty service, such as mileage, parking or meal expenses.

Approved:



Office of County Executive

7-1-22

Date

Approved: July 8, 2014  
Revised: June 26, 2015  
Revised: June 1, 2022