



Ready Roos LLC
20510 Rt 19., Suite 106
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Jury Duty

Ready Roos recognizes the importance of jury duty as a public service and outlines our policy below when an employee has been selected for this service.

1. The state of Pennsylvania does not require that an employee be compensated while attending jury duty.
2. The state of Pennsylvania offers a small monetary amount to a juror while in attendance which in most cases is not a sufficient amount to cover an employee's usual compensation.
3. It is also illegal for an employer to penalize an employee for attending jury duty in Pennsylvania.
4. Jury duty commitments will be regarded as whole days only, not partial days

Ready Roos offers the following options:

Accrued leave

Accrued leave is in reference to PTO the employee is eligible for in the normal course of their employment. If an employee has accrued sufficient time to cover their total jury duty absence, the employee has the option to use that time and will be compensated for the time they are absent from Ready Roos.

Accrued PTO must be able to cover the employee's total absence or the time not covered by accrued PTO will be treated as unpaid. It is not mandatory that an employee use their accrued PTO and is only presented here as an option for the employee's consideration on whether they continue to receive compensation.

Unpaid leave

An employee that does not have accrued leave sufficient enough to cover their jury duty absence may opt to take the leave as unpaid. The employee's employment status is not affected, their benefits remain intact and they can resume their employment at the conclusion of their jury duty responsibilities. Salaried employees will have their regular payroll compensation payments adjusted to reflect their total absence.

Proof of Jury Duty summons

Regardless of compensation options, Ready Roos requires the following:

1. A copy of the Jury Duty Summons paperwork.
2. A document provided by the court stating that the employee was in attendance as a juror or potential juror for each day of the employee's absence. This document is either provided to jurors or available on request by the juror.



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Attestation

The following is an attestation by a Ready Roos employee indicating their choice of compensation option for the duration of their jury duty commitments.

I, _____ declare that I have chosen the following option regarding my compensation while I am actively performing jury duty services.

1. I acknowledge that it is not mandatory to utilize any of my accrued leave and that my employer is not insisting that I use such accrued hours, however, in this instance, I do choose to utilize _____ hours of accrued leave to cover my absence while performing jury duty and remain compensated.
2. I acknowledge that I do not have sufficient hours of accrued leave that can optionally be used to cover my absence from my employment while performing jury duty services and I choose unpaid compensation as the option for my total absence.

Option chosen: **1 or 2** (please circle)

Employee signature: _____

Date signed: _____

Please print and sign this page and return to Ready Roos Center Director