**City of Birchwood Village**

**Jury Duty Pay Policy**

Employees who serve on jury duty may keep their per diem amount and choose not to receive pay for the time they served OR they may received their regular pay for the time they served and reimburse the City for an amount equal to any per diem amount they received; employees may keep their mileage reimbursement. When choosing the second option, the reimbursement shall be received by the City within 30 calendar days of receiving the per diem payment.

**\*\*ADOPTED October 9, 2012\*\***