

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Jury Duty</b>	No. 306	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on jury duty.

**Scope**

IMR Employees and Investigators

**Policy**

IMR encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence

To be eligible for receipt of regular pay, employees must submit the pay they received for jury duty to the IMR Administrative Office in order to avoid receiving double pay for the same time period.

Employees are expected to report for work whenever the court schedule permits.