

HAMILTON PRIVATE SECURITY

7301 Topanga Canyon Blvd. #350
Canoga Park, CA 91303
818-702-8050

JURY AND WITNESS DUTY LEAVE POLICY

Hamilton recognizes an employee's civic duty to appear as a juror or witness in federal and state courts and will grant employees who have been summoned or subpoenaed to appear in court a temporary leave of absence for the purpose of satisfying that civic responsibility.

Per Los Angeles County Jury Services Section 8.8.2, employees will be granted five (5) paid days annually should they be called to serve.

By signing below, you are in agreement with, and will abide by the above policy.

Signature _____

Date _____