

Jury Duty Leave Policy

For U.S. Employees

Cision U.S. Jury Duty Policy

Cision provides time off with full pay when you are called to serve on a jury or called as a witness.

You're eligible for jury duty leave starting on your first day with Cision. To request jury duty leave, you must:

Notify your manager as soon as possible and keep them informed on your return-to-work date.

Upload a copy of the summons or subpoena in UKG by visiting OKTA → UKG → Menu → Myself → Documents → Add a document. You must provide this to be approved for Jury Duty leave.

Request Jury Duty Time off in UKG by visiting OKTA → UKG → Menu → Myself → Time Management → Requests → Jury Duty. Note that you can only request 30 days of Jury Duty off at a time. If your Jury Duty Obligation lasts longer than 30 days, you will need to come back to UKG and submit a second leave request. This ensures that you are providing continued updates to your manager while out on Jury Duty leave.

There is no impact to your pay or benefits while you are on approved jury leave.

Please email employeebenefits@cision.com with any questions.