

Jury Duty Leave Election Form

Per contracts, an employee summoned for jury duty will be paid an amount which, together with the salary received for jury duty or witness fees, will be equal to the employee's regular wage.

By signing below, I agree to have jury duty pay deducted from my paychecks. After I am absent from work, there will be a deduction from my paycheck reflecting the fee I will receive for jury duty.

Employee Name: _____

(Please Print)

Employee Signature: _____

Date: _____

Please return this form to the Payroll Office.

Jury Duty Leave

Steps to take when absent for jury duty.

- 1). Once you have received information from the courthouse stating that you are in the next pool of people that may be contacted to serve jury duty,
 - a). Notify your principal or supervisor as soon as possible.
 - b). Complete the front side of this form and return it to the Payroll Office.
- 2). When you are absent, enter an absence in Skyward using Time Off Type> Miscellaneous and Time Off Reason>Jury Duty. If your position requires a sub, you will also need to enter the absence in the sub calling system and select jury duty as your reason.
- 3). While you are at the courthouse, have the Court Administrator's Office complete a form that verifies the day you have served and the fee you will receive for your service. Send the form to the Payroll Office.

Other Information

If you are released from jury duty early enough in the day to allow you to change clothes (if necessary), travel to your work site, and still have approximately half of your normal work day remaining, you are obligated to return to work.

If a substitute has been hired to replace you for the full day, the substitute should remain for the full day. Duties and job assignments for the employee and the substitute for the remainder of the day shall be determined by the employee's principal or supervisor.