



## ***Jury Duty Procedures***

1. Upon receipt of notification for jury service, you must complete a "Request for Leave of Absence" (form A-37) and submit both A-37, and summons copy for approval to your immediate supervisor, which will be forwarded to the Payroll Department.
2. On the first day of jury service, you will receive an attendance certificate. Remember to indicate that you are a government worker and clock in and out each day you are on jury service. ***Failure to obtain a daily attendance report will result in loss of salary for unsubstantiated time.***
3. After serving jury duty, you may keep any reimbursement from the court; however, payroll will process a paycheck deduction in your paycheck for jury service reimbursement, if any.
4. **WHAT TO SEND TO PAYROLL:**
  - ☐ A copy of your Request for Leave of Absence (form A-37)
  - ☐ A copy of your summons
  - ☐ Attendance Certificate (time sheet)

### ***Employee Deferring Jury Duty***

1. Upon receipt of notification for jury service, **you must keep the summons**, or a copy of the summons. The purpose for keeping the first summons you receive is to confirm that you were originally summoned for jury duty on workdays. Notify the court that you would like to defer your service and keep a copy of the delayed summons.
2. On the first day of jury service, you will receive an attendance certificate. Remember to clock in and out each day you are on jury service. ***Failure to obtain a daily attendance report will result in loss of deferred jury stipend for that day.***
3. After you have served on jury duty, it is necessary to complete a *Jury Duty Payment for District Employees* form. This form is available on the Payroll web site.
4. **WHAT TO SEND TO PAYROLL:**
  - ☐ Original summons copy
  - ☐ Delayed summons copy
  - ☐ Attendance Certificate (timesheet)
  - ☐ Deferred Jury Duty Form