

# What to do if you get summoned for jury duty:

The Issaquah School District will pay your regular wages if you get summoned and attend jury duty. Follow the steps below to ensure accurate processing:

- Make a copy of the summons you received
- Enter your jury duty leave in Frontline Absence Management
- Notify your Supervisor and Timekeeper of your summons and the dates
- Attend jury duty
  - Notify Human Resources and your Timekeeper if you must attend longer than originally stated in the summons (keep them updated regularly)
  - If your jury duty time is shortened or cancelled, contact Human Resources and your Timekeeper immediately to let them know you will report to work
- The Court will either issue you a check or proof of attendance
  - Make a copy of the check and send it to Payroll at Admin, Attn: Billie McCaffrey via District Mail
  - Cash/deposit the check (do not send the check to the Payroll Department)
  - If the court did not pay you and verified your attendance instead, send a copy of that attendance verification to both Human Resources and Payroll

What happens next?

- If you were paid and once we receive a copy of the check, the Payroll Department:
  - Will record jury duty leave for the days you served
  - Will be sure you are paid for those days
  - Will deduct your jury duty per-diem pay (typically \$10-\$25/day) from your ISD payroll
  - Will NOT deduct other payments such as transportation reimbursements

If you have any questions, please contact Payroll Specialist, Billie McCaffrey at (425) 837-7082 or [mccaffreyb@issaquah.wednet.edu](mailto:mccaffreyb@issaquah.wednet.edu).