
ADMINISTRATIVE REGULATIONS**PER-26****SECTION: Personnel****SUBJECT: Jury Duty**

04-24-96

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present a written request to be made on the Absence From Duty Report form along with documentation of the service and shall be allowed to retain any compensation for this service.

An employee must follow the following guidelines in order to receive leave with pay for jury duty.

1. An **Absence From Duty Report** form must be completed and submitted to the Assistant Superintendent for Personnel for approval before the leave is taken. Also, a copy of the **Jury Summons** and **Juror Information Form** must be attached to the leave request form.
2. An employee is excused for the time they are serving on a jury or while waiting to be selected as a juror only. Any time an employee is not actively engaged in one of the situations outlined above, they are expected to report to work, if the released time that an employee could be at work is a half day or longer.

For example:

- i. If an employee is summoned to appear at 8:30 a.m. and released at or before 11:30 a.m., the employee should report to work for the afternoon.
 - ii. If an employee is summoned to appear at 8:30 a.m. and was released at 1:00 p.m., the employee will not be required to report to work for that day.
 - iii. If an employee is serving as a juror and the judge has postponed a trial for a half day or longer, the employee should report to work during this released time.
 - iv. If the employee has any doubts regarding their situation, they should contact their immediate supervisor for instructions.
3. After an employee is released from their obligation as either waiting to be impaneled or serving as a juror, the employee must return to work with a release letter from the District Clerk stating the actual days served. If the employee serves as a city juror, the release form should be from the City Judge or City Manager on their letterhead.