

Jury Duty

An employee summoned to serve on a jury must complete the form below, send the form to the Human Capital Department, and enter their absence as jury duty into the District's absence management system, if it occurs during their regular scheduled hours. An employee who is involuntarily summoned to serve on jury duty may elect to receive either normal compensation from the District or compensation received for serving on jury duty, but not both. An employee who elects to receive compensation from the District must remit to the District any compensation, excluding mileage, received for serving on jury duty.

The district shall not be responsible for expenses incurred by the employee as a result of jury duty. An employee who is released from jury duty before the end of the normal workday is expected to return to work.

Adopted 3/6/84
Reviewed 12/30/02
Reviewed 7/2006
Reviewed 10/25/2012
Revised 7/2016
Revised 10/2016
Revised 10/2018
Revised 7/2022
Revised 6/2026

NOTIFICATION OF ABSENCE**JURY DUTY**

NAME: _____

ID NUMBER: _____

SCHOOL/BUILDING: _____

JOB TITLE: _____

I have been summoned to serve as a potential juror for the (circle one) U.S. District Court / District Court of Cass County / District Court of Clay County. My term of service is from _____ through _____.

I am aware that no reduction will be made in my current salary for the time that I am absent from employment for jury duty, but that I am required to return to the district any fees paid to me for service as a juror except for mileage and subsistence allowances. (Part time employees are to reimburse the district in proportion to the employee's percentage of full time employment.)

Signature_____
Date

This form along with a copy of the court order should be completed and sent to the Human Resources Office as soon as possible upon notification from the court.