

Jury Duty Procedures

All District staff who are called for jury duty will be excused from work for the time they are required to be of service.

- **Salaried Staff:** No deduction will be made from the employee's paycheck for time spent on jury duty.
- **Hourly Staff:** Employee should record normally scheduled hours in True Time (or paper time sheets if not on True Time) adding the note "Jury Duty".
- **All Staff:**
 - Do **not** enter time off request in Skyward.
 - Employees do not need to use vacation or personal time for jury duty. It is paid time.
 - Staff who require a sub will still need to enter their time off/sub request in AESOP.
 - When the employee receives payment from the County for jury duty, that amount must be remitted to the District.
 - If payment is for jury duty services only, the County check can be signed over to the District by endorsing it as "Pay to ISD 622" along with the employee's signature.
 - If the payment is for jury duty services **and** mileage, the employee should
 - Deposit/cash the check
 - Write a personal check to ISD 622 for the amount of the jury duty services only and keep the mileage reimbursement.
 - The personal check should be remitted to the District along with a copy of the check stub from the County.