

JURY DUTY GUIDE

EMPLOYEE RECEIVES JURY SUMMONS

- Enter the absence into the Absence Management System (AMS) and attach a copy of the summons
- Remind your supervisor the night before that you may not be in the next day

EMPLOYEE IS RELEASED BY PHONE THE NIGHT BEFORE

- Delete the absence from AMS
- Report to work the following day

EMPLOYEE IS REQUIRED TO CHECK JUROR STATUS THE FOLLOWING DAY

- CSEA & MANAGEMENT/CONFIDENTIAL: Report to work as scheduled. Check status per courthouse instructions. If instructed to report during the day, notify supervisor.

EMPLOYEE IS INSTRUCTED TO REPORT

- Inform the court that you work for a government agency. You should ONLY receive mileage from the court. You will receive full pay from SCOE. If you receive jury service pay, contact Human Resources for instruction.
- CSEA & MANAGEMENT/CONFIDENTIAL: If you are instructed to report in the afternoon, make sure to report to work at your scheduled time in the morning.

EMPLOYEE IS SELECTED TO SERVE AS A JUROR

- Notify your supervisor immediately of the days you will be serving. Report any schedule changes to your supervisor. Enter all absence information into the Absence Management System (AMS).

ONCE YOU ARE RELEASED FROM THE COURT OR HAVE COMPLETED JURY SERVICE

- **Obtain a Certificate of Jury Service. Send ORIGINAL to Human Resources.**
 - SACP: Report to work the following day.
 - Management/Confidential: If you are released from court and have at least two (2) hours of work time remaining, you report back to work.
 - CSEA: If you are released from court and have at least two (2) hours of work time remaining, you report back to work.

FOR FURTHER CLARIFICATION, PLEASE CONTACT THE HR LEAVE ACCOUNTING DIVISION 238-1600

REFERENCE MATERIAL: SACP/CSEA ARTICLES OF AGREEMENT & ADMINISTRATIVE HANDBOOK