

## 3-02/070.20 - Receipt of Jury Summons - Employee Responsibility

Full-time, permanent employees selected as prospective jurors serve a court-prescribed maximum number of days, some of which may be in an on-call capacity where employees are released but must telephone, as instructed by the court, to find out whether they are needed. If, however, they are part of a jury case which extends beyond this time limit, they serve until the case concludes.

Employees placed on-call by the jury supervisor are expected to report to work until they are actually instructed to report for jury service.

If an employee becomes ill during jury service and is excused from jury duty by the court for that period of time, the absence is changed to sick leave.

Employees serving jury duty on their regular-day-off (RDO) are on their own time for that day. Jury duty served on an RDO is not work time for overtime purposes or any other purpose.

An employee who receives a "Summons for Trial Jury Service" shall proceed as follows:

- Notify his/her supervisor on the first workday following the receipt of the summons. If time does not permit this, he/she shall report to the court as instructed and notify his/her supervisor at the earliest possible time.
- Obtain the completed Certification of Jury Service form from the court on the last day of jury service or each week.
- Deliver or mail a completed Certification of Jury Service form to his/her unit at the end of each week.

When an employee is excused from jury duty for part of the day, he/she shall contact their supervisor to determine, based on the time of day and distance if he/she should report to work or submit an absence request for time off.

Monthly recurrent and/or monthly temporary employees receive two days of paid jury duty leave per year if they have completed 200 days or more of active service during the previous calendar year. If the employee does not meet the 200 active service day requirements, he/she is entitled to one day of paid jury duty leave per year. Such leave may not be accumulated.

Daily or hourly employees do not receive any paid leave for jury duty. Such employees (e.g., student workers, crossing guards, etc.), if called to jury duty, may keep any fees for jury service.

Full-time employees who fail to relinquish fees received from jury service outside

Los Angeles County shall have an amount equivalent to such fees deducted from their county pay.

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