3-02/070.25 - Receipt of Jury Summons by Employee - Unit Responsibility

A unit commander, upon notification by an employee that he/she has received a "Summons for Trial Jury Service," shall be responsible for seeing that the procedures itemized below are followed:

- An employee assigned to an EM or PM shift shall be reassigned to a day shift, 5/40 work schedule to attend jury duty.
- If an employee is expected to attend jury duty for five or more consecutive days, assign employee to a day shift, 5/40 work schedule with Saturday and Sunday off. This schedule shall be continued for the duration of his/her paid jury duty leave. Inform the employee of the following:
    - If excused from jury duty for an entire workday, employees shall be paid only if they report for duty at the unit of assignment.
    - If excused from jury duty for a portion of a workday, employees shall contact their supervisor to evaluate distance and/or time elements which may make return to work fruitless.
- Employee with alternative work schedules who attend jury duty for a few days do not have to change their work schedule to a 5/40. However, if an employee is required to attend jury duty for more than five days, the employee's alternative work schedule (e.g., 4/40, 9/80, etc.) shall be changed to a 5/40 work schedule with Saturday and Sunday off.
- Account for all time spent on jury duty by checking each weekly Certificate of Jury Service form submitted by the employee against the days worked at their unit of assignment.
- Unit supervisor or scheduling personnel shall ensure that jury duty service is properly recorded on the employee's respective paper daily or weekly time sheet.
- Unit supervisor or scheduling personnel shall ensure that the employee's Certification of Jury Duty Service form is attached to the appropriate paper daily or weekly time sheet.
- If the employee's schedule is not changed, the employee shall report all of the hours originally scheduled for the workday (e.g., 8, 9, or 10) as jury duty.

For additional information, refer to the *Time and Attendance Manual*, section TK-01/011.30, Jury Duty.