

Procedure for Jury Duty

1. Employee receives notice of call for duty
 - Notify school office/secretary of potential duty/dates
2. Call court (if necessary) to see if required to serve
 - Service not needed
 - ↳ No further action required
 - Required to report for duty
 - ↳ Call Aesop system to register leave (request guest staff as individual position requires)
3. Day of duty
 - Report as required
 - ↳ Not needed/dismissed before end of day
 - ↳ Return to work (**make sure you have visited the Clerk of Court office and received a verification of service form to send to the Payroll office**)
 - ↳ Serving duty as required. If serving for more than one day, make sure that you have entered all necessary days into the Aesop system to ensure leave dates are documented and guest staff is obtained as needed (**make sure you have visited the Clerk of Court office and received a verification of service form to send to the Payroll office**)
4. Any payment you receive for duty during your regularly scheduled working hours will be deducted from your salary. **Make sure you have visited the Clerk of Court office and received a verification of service form to send to the Payroll office.**

If you are called to court for a situation not related to jury duty, keep in mind that if it is a personal issue, jury leave is not used (personal leave is required for this). If you are subpoenaed as a witness for a non-personal case, that is considered a jury leave. In this instance, a copy of the subpoena is required. Remember to call Aesop as needed to register any leave and obtain guest staff as needed.