



# Unified Government Human Resources Guide

Effective 04-01-05

## JURY SERVICE

- I. General: A major responsibility of the Unified Government is to fund and house the District Court system. Participation in jury service of employees is encouraged. Any employee called for jury service receives his/her regular rate of pay for the time during which he/she had been scheduled to work.
- II. Policy
  - A. It is the policy of the Unified Government to grant leave of absence for jury service. The employee may retain any pay received from the court for jury service.
  - B. The employee on jury service leave is to be absent from work only for such time that he/she is physically at either the county or the federal courthouse.
  - C. Before reporting for jury service, the employee must present his/her jury summons to his/her supervisor. The supervisor may require documentation for dates that jury service was performed.
  - D. This policy affects only jury service. See also 5.8—Court Appearances by Employees.

RELATED POLICY: 5.8 Court Appearances by Employees