

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Attendance and Leaves of Absence**  
Standard: **JURY DUTY/COURT APPEARANCE**  
Section #: **B-8**  
Effective: June 3, 2008

See Also: Paid Time Off; Leave without Pay; Timekeeping

### GENERAL STANDARD

The Authority provides paid leave for all full time employees who serve as jurors (“Jury Duty”) or when required by court order to testify as a witness in a court action in which they are not a party (“Court Leave”).

### SPECIFIC STANDARDS

- Employees will receive up to eight hours of their base pay for each day they are absent for jury duty or court leave.
- Employees may retain their per-diem court fees and reimbursement for mileage.
- Employees must report to work on any day in which they have served four hours or less during the jury service period.
- Employees shall select the option of calling in for jury assignments unless the court instructs otherwise. Employees may not elect to wait in the jury lounge each day to receive their assignment unless required to do so by the court.
- If jury duty service is served on an Authority holiday, the employee will receive holiday pay.
- Employees shall notify their manager or supervisor at least two weeks prior to their first jury service date.
- If an employee is subpoenaed to testify as a witness in an Authority-

related case or hearing, this time will be considered work time.

- ❑ If an employee is subpoenaed to testify as a witness and is a party to the action in a non-Authority related case, the employee is not entitled to paid leave. The employee may use PTO, subject to the restrictions set forth in the PTO Standard.
  
- ❑ Exempt employees are credited with working that day(s).

### **GUIDELINE**

Jury service requirements may vary for different courts. Employees approved for jury duty who work schedules other than Monday through Friday day shift may request that their work be rescheduled to a Monday through Friday day shift during jury duty. Such requests must be made to the department manager as soon as the employee receives notice from the court. If scheduling permits, the department manager may grant the request, but is not obligated to do so.

An employee who regularly works a day shift other than Monday through Friday, may request of his/her supervisor a schedule adjustment to accommodate jury service or a court appearance pursuant to subpoena. The Authority will make a reasonable effort to accommodate the request. However, the Authority may require the employee to request the jury commissioner or court to reschedule jury duty/court appearance to the extent possible.

### **PROCEDURES**

Ensure that time records accurately reflect the employee's time off.

- The manager shall ensure the employee's jury service is recorded as "Jury Duty/Court Appearance" on a non-exempt employee's time record for each day or partial day the employee is on jury or court duty.
  
- The manager shall ensure the time is recorded as "Jury Duty/Court Appearance" for an exempt employee.

Note: Managers must ensure that employees submit a Jury Duty Certification to a Human Resources representative upon return to work.