



Policy and Procedures

Human Resources

JURY OR COURT DUTY

I. POLICY

Jury or Court duty leave shall be taken only upon authorization of the supervisor and shall be requested as far in advance as possible. Supervisors shall not unreasonably withhold approval if the Employee is required by the court or administrative body to appear as a witness or juror. Employees selected as members of a jury, jury panel or who appear in obedience to a subpoena may choose one of two methods to designate leave taken:

Employees may charge their absence to Jury duty leave but are required to remit to the DFA court fees received for services performed during their normal work hours as a condition for receiving their salaries, or

Employees may charge their absence to annual leave or leave without pay and retain all fees paid to them by the court.

Employees shall certify on the DFA Jury or Court Duty Fees Certification form if they have or have not received jury or court duty fees.

In either case, employees may retain mileage reimbursement paid by the court. Employees shall not use a state vehicle nor be paid per diem for Jury or Court duty leave.

II. PROCEDURES

Employees shall request jury duty/court leave on their electronic timesheet and submit it for consideration to their supervisor as far in advance as possible. Also, employees must submit to their supervisor a copy of the subpoena, jury duty, or administrative hearing summons.

Supervisors shall review the jury duty/court leave request and approve or disapprove it on the electronic timesheet as soon as possible. Supervisors shall forward a copy of the subpoena, jury duty, or administrative hearing summons to the DFA Human Resource Bureau ("HR").



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JURY OR COURT DUTY LEAVE - Continued

The HR shall file a copy of the subpoena, jury duty or administrative hearing summons in the employee's personnel file.

Supervisors, or another employee designated by each division, shall report jury duty/court leave in the electronic timesheet on behalf of their employees whenever employees are not able to do so themselves.

Upon completion of Jury or Court duty leave, employees shall report if they have or have not received fees by completing the Jury or Court Duty Fees Certification form and submitting it to the DFA Accounting and Auditing Bureau. If fees have been received and the employee was on Jury or Court duty leave, they must remit the fees granted by the court (excluding any mileage reimbursement) to the DFA Accounting and Auditing Bureau along with the Jury or Court Duty Fees Certification form.

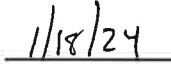
III. DEFINITIONS

"Jury Duty Leave" or "Court Duty Leave" means leave granted to Employees required to appear during regularly scheduled work hours in obedience to a subpoena as a witness before a grand jury or court or before a federal or state agency or state magistrate court; or for serving on a grand or petit jury.

IV. REVIEW AND APPROVAL. This Policy is effective upon the signature of the DFA Cabinet Secretary, below.



Wayne Propst, Cabinet Secretary



Date