



Jury Duty Employee Procedure

1. Employee will provide a copy of the jury duty summons to Payroll.
2. Employee will enter the absence in Aesop, with the reason of “Jury Duty”.
3. When the employee reports to the court house, they will need to get a form from the county that will be stamped with the date(s) that the employee was at jury duty. Employee will submit the form to Payroll.
4. Payroll will automatically deduct \$20.00 per day for those days that the employee was on jury duty. This is the amount typically paid by the county for being on jury duty.
5. Employee will keep the check that they receive from the county, which will likely include the \$20.00 daily rate, plus mileage.

***Exemption* – Employees who are called to jury duty for federal cases will sign their check over to the district and send it to Payroll.

