



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	JURY DUTY	VIII-C
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Procedures Relating to Jury Duty

1. Paid leave is provided for the days during the period of summons when the employee is actually serving jury duty; the employee should report to work as usual on days during the period of summons when not actually serving jury duty. Employees who serve jury duty may choose to return to work on a given day. Total compensation for jury duty leave shall not exceed the employee's normal daily pay regardless of whether the employee returns to work on that day.
2. The court records the days actually served on jury duty and following the period of summons provides both a service fee for the day(s) served and mileage reimbursement to the employee.
3. To ensure compensation by the district during the period of leave, the employee must submit to the payroll office a copy of the service fee statement provided to the employee by the court. This can be done directly through Payroll or through the office manager when the monthly payroll is submitted.
4. The amount of the court service fee is then deducted from the employee's compensation during the appropriate payroll period, and the amount is itemized on the employee's payroll warrant. The employee's mileage reimbursement from the court will not be deducted from District compensation.