

PROCEDURES FOR JURY DUTY

You have indicated that you are scheduled for jury duty in the near future. Please be sure you have followed the steps below:

1. If using AESOP, select "Jury Duty" from the "Absence Reason" drop-down box.
2. If using Workforce, select "Jury" from the "Paycode" drop-down box above the start date. (You will be able to enter a TOR for jury duty on an emergency day because you are not using the PDO/PTO code.)

If your jury duty is **cancelled**, please follow the steps listed below:

1. If using Aesop, cancel your absence by calling 1-866-535-5998.
2. If using Workforce, cancel your Time Off Request in Workforce.
3. Please e-mail Lisa Goble and let her know that your jury duty has been cancelled.

After you have fulfilled your jury duty, documentation is needed for our records. Depending on the type of jury service.

- **County Jury Duty:** A copy of the check stub or certificate. No reimbursement of this money to the District is necessary.
- **Federal Jury Duty:** After completing jury duty, complete the "Federal Jury Duty Reconciliation Worksheet" (GCBDA-AF5) with attachments as instructed on the worksheet.

As explained above, documentation of the time served/time released during jury duty is required from **all** employees. You will need to **return to work if you are dismissed in time to be at your position before your normal dismissal time**. If you do not return to work after being dismissed early, the appropriate number of hours will be deducted from your PDO/PTO accumulation.

If you have any questions regarding this information, please contact Lisa Goble (986-1002).