

	Effective Date:	09-12-2011	
	Policy #:	G-24	
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Subject: Jury Duty		Page:	1 of 2

PURPOSE

This policy provides guidelines and procedures for employees who are summoned to appear for jury duty.

GUIDELINES

1. The department grants jury duty administrative leave (“JUR1” in DCDS) to employees called for jury duty.
2. An employee on jury duty administrative leave cannot use a state car and is not eligible for travel reimbursement from the State of Michigan.
3. Employees who elect to use administrative leave for jury duty must reimburse the State of Michigan, through the department, for jury duty pay; this reimbursement will be processed by the appointing authority as a negative gross pay adjustment to the employee’s regular paycheck.
4. Employees who elect to use annual leave for jury duty may keep jury duty pay.
5. If an employee uses administrative leave for jury duty and does not remit appropriate documentation to the Appointing Authority to verify the time served and jury duty pay received, an adjustment is made to the employee’s annual leave balance.
6. Employees are not required to reimburse the State for meals, mileage, or other expenses paid by the court.

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PROCEDURE

Responsibility

Action

1. Employee

Provides supervisor with copy of summons for jury duty. Notifies supervisor of jury duty schedule on daily basis at or before beginning of scheduled workday. Employees using administrative leave: During pay period when jury duty served, enters hours served for jury duty as "JUR1" in DCDS. Upon receipt of jury duty pay, forwards copy of court verification for time served and jury duty pay received to LARA OHR. Employees may keep fees paid by court for travel and meals. Employees using annual leave: During pay period when jury duty served, enters hours served for jury duty as "ANLV" in DCDS. Retains all money paid by court.
2. LARA OHR

For employees using administrative leave enters gross pay adjustment in HRMN for amount of jury duty pay received. Verifies that all jury duty is accounted for and reimbursed.

ENFORCEMENT

Supervisors and managers are responsible for ensuring that their employees comply with the guidelines of this policy. Violations may result in discipline, up to and including dismissal.