

Treasury Documentation**Subject:** Jury Duty Leave and Payments, Process**For:** EMPLOYEE HANDBOOK**Also See:** BT-03046**Identification** PT-03094

Procedure

Effective Date 9-1-2012**Replaces**
PT-03094 (11-1-2006)

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Employee

1. Receives summons for jury duty.

WHEN: As Soon As Possible

2. Makes two copies of summons and submits copy to:
 - A. Supervisor
 - B. Office of Human Resources (HR).
3. Accesses Michigan Department of Treasury's (Treasury) Intranet for *Jury Duty Record* (Form 1413).

HR Transactions
Staff

4. Creates a Jury Duty file folder for employee.

WHEN: Daily, Beginning of Work Shift

Employee

5. Notifies Supervisor of jury duty schedule for the day.
6. Decides whether to request leave (annual, deferred, or compensatory) and keep jury duty pay, or request jury duty leave and reimburse jury duty pay to Treasury. (Sees Bulletin BT-03046 in the Employee Handbook.)

WHEN: At End of Each Day of Jury Duty

7. Records date and time of jury duty on 1413.

WHEN: Next Business Day After Jury Duty Is Completed

8. **To request annual, personal, or other leave and keep jury duty pay:**
 - A. Enters hours in appropriate leave column and beginning and ending times in "Comments" area on DCDS and obtains Supervisor's approval.
9. **To request jury duty leave in lieu of jury duty pay:**
 - A. Enters hours and beginning and ending times on DCDS and obtains Supervisor's approval.
 - (1) Uses Hours Type "JUR1."

Supervisor **WHEN: At End of Biweekly Pay Period**

10. Approves time and attendance on DCDS.

Timekeeper 11. Verifies time and attendance on DCDS.

WHEN: Jury Duty Is Completed

Employee 12. Has Clerk of Court or County complete certification section and enter "X" in "Duty Ended" box on 1413.

13. Retains 1413 until jury duty payment is received from the court.

WHEN: Subsequently

14. Receives jury duty check from Court or County where jury duty was served.

15. **If annual or other leave was requested and approved**, retains full payment for jury duty.

16. **If jury duty leave was requested and approved**, submits check for jury duty compensation to HR.

A. If other expenses (e.g., mileage, meals, etc.) are included in jury duty payment, cashes check, retains portion for other expenses and submits own personal check or money order for remainder of compensation to HR.

Note: Failure to reimburse Treasury for jury duty pay may result in the hours of jury duty leave used being deducted from annual leave balance and memo being placed in employee's Personnel file stating that employee did not comply with Treasury's policy.

HR Transactions Staff 17. Copies check and 1413.

18. Forwards original check and 1413 to Receipts Processing Division (RPD).

19. Files copies of check and 1413 until F-1002 BATCH ROUTE SHEET is returned from RPD.

Receipts Processing Division 20. Batches 1413, encodes, and deposits payment.

21. Forwards 1413 and F-1002 to HR to be filed in employee's Jury Duty file.

HR Transactions Staff 22. Verifies dates and times recorded on 1413 to DCDS entries.

23. Verifies correct reimbursement for jury duty was received.

HR Transactions
Staff (cont.)

24. Reviews employee's Jury Duty file for completeness.

A. If forms or reimbursements have not been received, e-mails employee, with copy to Supervisor, for follow up.

WHEN: File Is Complete

25. Closes Jury Duty file and files in employee's Personnel file.

End