

**JURY DUTY****SECTION 4.14****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURE:**

The employee shall notify their immediate supervisor prior to serving on jury duty. It will be the responsibility of the employee to report, with supporting documentation from the court, to the fiscal department the amount the courts provided as a daily stipend for jury service. The documentation must be turned in within the same pay period that will be affected in order to receive any wages for the time served on jury duty. The employee will retain any and all stipends paid them; however, the agency will pay the difference between the stipend an employee receives from the State or Federal Court System for jury service and the employee's normal wages. If the employee fails to provide the information it will result in no payment of wages for the time served.

The timeframe for which an employee will be reimbursed for wages will not exceed four (4) weeks.