

*Jury Duty
(Exception Code J)*

In accordance with the Personnel Rules, all employees are granted a leave of absence with pay. While on leave for jury duty, employees continue to receive the same State benefits as when actively working. All State-paid and employee-paid contributions continue. All employees are required to refund Federal and/or State juror fees.

Employees are expected to report to work whenever their services are not required by the court during their normally scheduled workday and call their supervisors for report-to-work instructions unless earlier arrangements were approved.

Each employee should notify his/her supervisor and human resources office when a summons has been received.

