



JURY DUTY GUIDELINES

- **Jury Summons** - Employee provides Jury Summons to supervisor in advance of jury duty
- **Proof of Service** – If employee serves more than one day (beyond day of summons), employee provides Proof of Service (covering each day served) to supervisor at the completion of jury duty service
- **Forward Documentation to HR** - At conclusion of employee's jury duty service, supervisor forwards to HR both the Jury Summons and Proof of Service (if any), for inclusion in the personnel folder
- **Timesheets** - Enter *Code 177* for all time served on jury duty.