

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>6 – LEAVE TIME</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>10 – JURY DUTY</b>	<b>REVISED: 5/22/24</b>

Employees summoned to serve jury duty shall be paid their regular rate of pay by the County for the entire length of jury duty. In the case of shift workers, paid time off shall be granted for the shift immediately preceding or immediately following the affected day shift. Any compensation received by the employee as a juror, except for meal and travel expenses, shall be returned to the County.

If an employee is dismissed from jury duty before the end of his or her shift, the employee shall be expected to return to work, unless expressly excused by the appropriate supervisor or department head.

**Employee:**

When summoned as grand or petit jurors, submits a copy of the summons with a written request for leave to his/her Department Head indicating the anticipated date of return.

Notifies his/her Department Head as soon as possible if the length of jury duty has been extended beyond the original return date.

On the first day of his/her return to work, presents a jury attendance slip which is provided by a court authority to his/her Department Head.

Reimburses the County by check or money order for any compensation received as a juror, except meal and travel expenses, upon receipt of such compensation.

**Department Head:**

Forwards the written request and the copy of the summons to Human Resources by the end of the next working day.

Ensures jury attendance slips are attached to the weekly time sheet(s).

**Human Resources:**

Approves the leave in writing to the employee and the department head by the end of the next working day.