



SAINT MICHAEL'S COLLEGE

Jury Duty and Required Court Service Certification

In order to continue receiving your regular pay while performing required court service, you must follow the procedures listed below:

Employee Instructions:

- 1) Appear in court for the Jury Draw Days, and if selected to serve you must return for those trials.
- 2) You agree to perform at work before and after you appear in court, provided there is time left in your scheduled shift.
- 3) Submit a copy of your summons to your supervisor as soon as possible.
- 4) Complete and sign the Employee's Statement of Required Court Service (below). Return it to your supervisor along with the form supplied by the court that confirms your dates and times of service.
- 5) If dates of service occur in more than one pay period, a Certification must be filled out detailing the times missed in each pay period.

Supervisor Instructions:

- 1) Attach required documentation stated above; sign and submit with departmental timesheets.
- 2) Note jury duty/required court services on the employee's time by using the J code instead of R is employee missed entire day. Use J/R code if employee came to work and appeared in court that day.

Employee's Statement of Required Court Service

I certify that I Served on Jury Duty or performed required court services and,

Worked my regular hours/shift when not required to appear in court

I performed required court service on the following day(s) _____
(date(s) of service)

_____ located in the County/City of _____
(name of court) (name of county or city)

I have attached a statement from the Court confirming dates and times of my service.

Employee Name _____

Signature _____

Supervisor Name _____

Signature _____