



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Jury Duty	<b>APPROVAL DATE</b> 5/5/1988
<b>SECTION</b> Time Off/Leaves of Absence	<b>REVISION DATE</b> N/A

An employee shall be granted leave of absence for required jury duty or witness duties under the following conditions:

- (a) An employee shall present to the Elected Official, Department Director or Manager the summons from the court activating jury or witness duty; and
- (b) An employee should, while serving the required jury or witness duty, submit payment for jury duty or witness fees to the Elected Official, Department Director or Manager, who shall then submit the payment to the County Treasurer and the receipt to the Payroll Accounting Technician. The employee is then paid a regular amount for the time period by the county, so that retirement contributions remain consistent. If the receipt is not submitted, the employee's county salary for the time period is reduced by the amount of the jury duty payment or witness fee amount.
- (c) An employee who is called but released by the court shall return to normal county duties for the balance of the workday.
- (d) An employee who chooses to use annual leave or is not scheduled to work at the same time as he serves is not required to submit jury pay.