

## JUDICIAL LEAVE

The procedure for jury duty leave and payment is as follows: For teachers, Judicial Leave is selected as their absence reason on the substitute system. For employees using myView Leave system, Judicial Leave is selected as the absence reason. For other salaried employees, the weekly staff absence report should reflect jury duty days, coded as N47. For hourly employees, the description of “jury duty” should be noted on the timesheet.

Initially, the employee is paid their regular wage. The employee should cash the check received from the courts. A copy of the court check stub needs to be forwarded to Payroll. A deduction from wages will be made on the following paycheck for the daily reimbursement amount. The employee is entitled to keep the mileage reimbursement.

Employees may also receive parking reimbursement from the district, if they submit the original receipts along with Form 7027-Employee Expense Reimbursement. This expense check is paid by accounts payable.