



Jury Duty and Court Appearances Frequently Asked Questions

Under what circumstances will Leon County Schools grant full pay and benefits for court appearances and jury duty?

Leon County Schools grants full pay and benefits to leave eligible employees for appearances in court only under the following circumstances:

- The employee is summoned **and** appears as a juror.
- The employee is summoned to appear as a defendant or witness in an action arising out of, and in the course of his/her employment with the School Board.
- The employee is summoned to appear as a witness (except as a character witness) in any civil or criminal action in which the **employee is not the defendant or the plaintiff.**

What documentation is needed for jury duty?

The jury duty summons will not be accepted as documentation for service. Employees are required to bring a form from the clerk of court's office which indicates the date(s) and time(s) the employee served.

When will the summons be accepted?

The only time a summons will be accepted as documentation is when the employee is summoned to appear on a Monday and they call the night prior to see if they have to report, they are told to call back Monday at 10:00 a. m. If they are released from having to report, then the summons will be accepted as documentation as long as it can be verified by the district office.

If an employee is released from jury duty, does he/she have to return to work?

Teachers do not have to return to work. **EVERYONE ELSE HAS TO RETURN.**

What documentation is needed for court appearances other than jury duty?

Employees are required to submit a copy of the court summons.

Whose responsibility is it to secure and submit the appropriate documentation for court appearances and jury duty?

It is the responsibility of the employee to secure documentation for such appearances at the time of service.

How is leave requested for Jury Duty?

Employees must request leave for Jury Duty and Court Appearances via the Time Off system in Employee Access/Skyward as an "Employee Request". The appropriate supporting documentation needs to be attached to the request for Leave Accounting's review. Do NOT attach a website link because the link may expire.

Refer to the "How to Request Leave" Guide on Leave Accounting's webpage for additional information and instructions.

If an employee receives payment from the court, can he/she keep the payment?

Any payment received by the employee from the court may be retained by the employee.

When should a supervisor be notified if an employee has been summoned to appear?

Employees are to notify their supervisor immediately upon notice that they must appear in court to provide the greatest amount of time for their supervisor to plan for their absence. Leave for court appearances must be requested in advance by completing a leave request and attaching the proper documentation.