



# DEFERRED JURY DUTY PAYMENT FOR DISTRICT EMPLOYEES

\_\_\_\_\_  
NAME

\_\_\_\_\_  
EMPLOYEE ID

**Certificated:**

Certificated employees who are summoned for jury duty during their regularly scheduled work days, and defer their jury duty assignment to a period when they are off track, may receive the general education daily substitute rate per jury duty day. This only applies to classroom teachers who would normally have a substitute while absent.

**Classified:**

Classified employees whose work year follows the instructional calendar, and normally require a substitute when absent, may receive additional compensation for deferring jury duty to non-duty days. Employees will be compensated at Step 1 of their current salary range upon confirmation of deferred jury duty.

To receive this stipend, you must complete and submit this form, with the following documentation, to Payroll:

- A copy of your original summons
- A copy of your deferred summons
- Attendance certificate as proof of jury dates served

Original jury duty summons date:

\_\_\_\_\_ (which is a scheduled duty day for me)

Deferred jury duty summons date:

\_\_\_\_\_ (which is a scheduled non-duty day for me)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Do not write below this line, for Payroll Use Only

Pay Code	Posit #	Units Pd	Rate	Account Number
CE: JDA	_____	_____	\$_____	_____._____._____._____._____.3901000._____
CL: JDA	_____	_____	\$_____	_____._____._____._____._____.3902000._____