

TOWN OF MANCHESTER, CONNECTICUT

JURY DUTY GUIDELINES

- A request for Leave of Absence form must be filled out any time an employee is called for Jury Duty. This includes employees called for ***just one day*** and dismissed.
- The employee's department contact will forward to Payroll a signed copy of all Jury Duty leave requests.
- Time will be entered in Kronos as pay type #382 *Leave With Pay* with a comment of *Jury Duty*.
- The employee must forward to Payroll the "verification of attendance" form received from the court which should confirm both attendance and the amount the court pays a juror for each day served. ***This is necessary even if the dollar amount is zero. If verification is not received within 30 days from the date of jury duty service, the time will be changed to annual leave or vacation used.***
- If compensation is received from the court, the Payroll department will make the necessary adjustment in the next pay period after receipt, from the employee, of a copy of the expense check from the court. ***Per the contracts: "if a copy of the expense check is not brought to the Payroll Department within three (3) months from the last day of Jury Duty, the employee's leave shall be charged to leave without pay".***
- The Town does not reimburse for incidental expenses associated with Jury Duty such as parking and meals.