



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: JURY DUTY

Policy No.: A221

Supersedes: February 1, 2004

Revision Date: December 22, 2009

Reviewed: July 6, 2013

Page: 1 of 2

PURPOSE:

To provide the requirements for jury duty leave.

POLICY:

The Department supports the employee's obligation to complete jury duty. The Courts have determined that County employees cannot be exempted from jury service on a "blanket" basis, and that each employee's situation will have to be considered individually.

PROVISIONS:

Jury Duty for Permanent Employees

Any employee in a permanent position who is ordered to serve on a jury shall be allowed the necessary time to be absent from work at his/her regular pay, provided any fees received for such jury service is deposited with the County Treasurer. This deposit is normally made automatically by the Court. The employee may keep reimbursements for mileage, as determined by the Court.

Jury Duty for Monthly Temporary Employees

An employee on monthly, temporary status, shall receive a maximum of two working days with pay in any one year if he/she completed at least 200 days of active service in the preceding calendar year; or a maximum of one working day with pay in any one year if he/she completed less than 200 days of active service in the preceding calendar year.

Supervisor Notification and Postponement

Upon notification to report for jury duty, employees are required to inform their supervisor by providing the original summons. The supervisor shall determine whether jury duty leave can be approved or a request for postponement is necessary, based on the needs of the service. An employee or the employee's supervisor may request postponement of jury duty by contacting the jury coordinator at the telephone number provided on the summons.

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

Returning to Work During Jury Duty

Any time an employee reports to jury duty and is excused for the rest of the day, the employee is **required** to return to work if at least one (1) hour remains on the employee's work schedule for that day.

Sick Leave

If an employee becomes ill during jury service and is excused by the Court from jury duty for that period of time, the employee must report the absence to his/her supervisor and the absence will be charged to sick leave.

Work Schedule While on Jury Service

If necessary, the employee's usual shift will be converted to the regular five-day (40 hours per week), Monday through Friday day shift during the period of jury duty.

Proof of Service

The court will provide the employee with written verification for each day of jury duty service. The original written verification **must** be presented to the employee's supervisor. The supervisor shall verify the dates served, write the employee's pay location and employee number on the verification and forward the original to the Payroll Office.

Timecard Coding

The timecard shall be coded "018" in the reason code column for each day of service. Falsification of jury duty service on timecards is a fraudulent act and will result in disciplinary action.

REFERENCE: Los Angeles County Code - Section 6.20.080 (D), 6.20.090 (C)
Department of Health Services - Policy No. 756.3

Revised: December 29, 2009 EP:ms

Reviewed: July 6, 2013 AC