



## CERTIFICATED TEACHERS

### Jury Service Postponed from Contract Day to Non-Contract Day

Per the FCEA agreements below (effective March 1, 2023), compensation only applies if you **postpone** your jury duty from a **contracted work day to a non-contracted work day** (“Standby” is not considered “Jury Service”).

*FCEA 9.3.9.2 A unit member who postpones jury duty during contractual work days, to serve on non-contract work days, shall receive the tier one substitute rate per day of jury service on non-contract work days. Official verification of jury duty and a copy of the original jury summons verifying that original jury duty was scheduled during contractual work days shall be provided to the Human Resources Office.*

**To be compensated, the certificated employee needs to:**

- Complete a timesheet
- Attach the original Jury Summons showing the contractual work day
- Attach the original Jury Summons showing the postponed date
- Attach the Jury Receipt certifying the date(s) they served were non-contract work day(s)
- Send all documents to the site administrative assistant



**Please note:** If you are serving on Jury Duty during a contract work day, turn in your Jury Receipts to your school secretary. It is a gifted day and you will not be charged sick leave.

Adapted from EGEA Documentation