



**Glendale Teachers Association**  
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## **What to do if you receive a JURY DUTY summons:**

In the interest of continuity of instruction, when you receive a jury duty summons, please request a deferment to a time that you are not assigned to work (i.e. Thanksgiving break, winter break, spring break, summer break). **Please keep a detailed record (date, time, who you spoke with and what they said) of your deferment attempt(s).**

- If your deferral is approved and you perform jury duty on your off time, please immediately submit to Human Resources proof from the court stating your actual days of service. You will be paid up to ten days at the *substitute daily rate of pay* for performing jury duty on your off time.
- If your timely requested deferral is denied by the courts, **immediately contact Human Resources**. Please have details of your attempt(s) to defer and the court's denial ready. Let Human Resources know you wish to utilize up to ten paid jury service leave days. Ask for confirmation of this in an email (which you should print and save).
- If you have a compelling personal reason not to postpone to your off time, in a timely manner, request a non-deferral from your site principal (which may be reviewed by Human Resources). If non-deferral is approved, you may utilize up to ten paid jury service leave days. Ask for confirmation of approval in an email (which you should print and save).

If your regular annual assignment is **225 or more days a year**, paid jury duty leave shall be granted for a maximum of ten working days for any year (non-cumulative).

An employee may use Personal Necessity time to cover any jury duty that extends beyond the days provided by the District.

Any fees paid to you by the court, excluding any court paid mileage fee, shall be remitted to the District Financial Services office.

You can find contract language regarding Jury Duty in Article 10, Section 6 (8) and Section 13, by going to [www.glendaleteachers.org](http://www.glendaleteachers.org) and accessing our Collective Bargaining Agreement.