

JURY DUTY

Congratulations on being selected for jury duty! Here are some things you'll need to know:

- NRCS policy on Court Leave can be found in the General Manual, Part 360 at http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_360_415_a.htm (scroll down to 415.2-O, Court Leave/Witness Service). Please take a moment to read this information and familiarize yourself with your rights and responsibilities while on jury duty. It is an employee's responsibility to ensure they are in compliance with NRCS policy.
- Chapter 250 of the General Manual, FNM, Subpart B, outlines the procedures you are to observe with respect to the collection and disposition of fees and expenses. See http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_250_400_b.htm for information about jury fees received as compensation for jury service and acceptable form of payment procedures. In general, all fees received as compensation for jury service must be remitted to the state office. Checks should be made payable to USDA-Natural Resources Conservation Service. Employees may retain fees identified as reimbursement of expenses for jury services such as travel, mileage, lodging, and per diem.
- Court leave should be requested in advance using form OPM 71, Request for Leave or Approved Absence. A copy of the notice of jury duty or court summons must be submitted with the leave request, or as soon as possible upon return to duty. The supervisor must ensure that the documentation is adequate to support the use of court leave.
- Your time on jury duty should be coded in WEBTCAS as 'Admin Leave (Other)' and you must put a note in the 'Remarks' area showing the purpose of leave as jury duty. You must also provide a copy of your approved leave form with jury selection notice, and your final notice from the court showing actual time served (if available), to your timekeeper as documentation for your absence.
- NRCS supports their employees' participation in this important civic function and will not excuse you from jury duty based on workload or other work-related criteria. If you need to be excused or rescheduled from jury duty due to personal circumstances, you should contact the court for information regarding their policies and procedures.

We appreciate you fulfilling your responsibilities as a U. S. Citizen by actively participating in the jury system when called. If you have any questions or need more information, please contact your timekeeper or Human Resources for assistance.