

**Chapter: Leave Benefits**  
**Title: Jury Service**

**Effective Date: 12/1/2011**  
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**New**

**ACA Standard(s): N/A**  
**Statutes: Gov't Code §659.005**

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**(a) Policy.**

The Texas Juvenile Justice Department (TJJD) complies with applicable state statutes regarding state employees called for jury service. No deduction is made from an employee's salary or wages because the employee is called for jury service or because he/she receives a fee or compensation for the jury service.

**(b) Notice and Documentation.**

- (1) Upon receipt of a summons to report for jury screening, the employee must provide a copy of the summons to his/her supervisor and the local human resources administrator (HRA) as soon as practicable.
- (2) Upon return to work from jury screening or jury duty, the employee must provide the local HR office with documentation indicating the date and time of court dismissal.
- (3) If the employee receives notice prior to the court date that the jury screening or jury duty has been cancelled, the employee must report to work at the regularly scheduled time. Administrative leave will not be granted when this occurs.

**(c) Leave.**

The employee is granted emergency leave, which is recorded as administrative leave, for any regularly scheduled work hours occurring during the time required to be screened as a potential juror and to perform jury duty. This includes travel time to and from the court location if the travel occurs during regularly scheduled work hours.

**(1) Late-Night Shift Employees.**

Additional administrative leave is granted to a late-night shift employee in accordance with the following procedures to help ensure that he/she is alert when reporting for jury screening or jury duty and when returning to work.

- (i) If the employee is scheduled to work the late-night shift before the court report date, the employee will be granted administrative leave for that shift instead and will not be required to work the shift.
- (ii) If the employee is scheduled to work the late-night shift after the court dismissal time, the employee will not be required to report to work earlier than ten hours after the court dismissal time.
  - (I) The employee will be granted administrative leave for any work hours missed during the ten-hour period following the court dismissal time.
  - (II) When the ten-hour break would require the employee to report to work after the normal start of his/her shift, the employee may receive approval from his/her supervisor to use accrued leave hours for the remainder of the employee's regularly scheduled shift. If such approval to use leave is not received, the employee must report to work at the end of the ten-hour period.

(2) **Non-Shift and Other Shift Employees.**

If a non-shift employee or an employee assigned to a shift other than the late-night shift reports to court and is dismissed prior to the end of the employee's regularly scheduled workday with sufficient time remaining for the employee to perform work after traveling from the court site to his/her worksite, the employee must:

- (i) report to duty as soon as travel time allows; or
  - (ii) receive approval from the employee's supervisor to use available accrued leave for the remainder of the employee's regularly scheduled workday.
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