



Glendale Teachers Association
3233 N. Verdugo Road, Glendale, CA 91208
(818) 240-3924 Fax: (818) 249-0555
www.glendaleteachers.org



Jury Duty

If you defer your jury duty service to unassigned days or, preferably, summer recess, you will receive compensation at the daily substitute rate for each day, up to 10 days, you serve. When going to the court, write zero (0) when you are asked the number of days your district pays for jury duty service, as the contract states that compensation is an incentive to change the time of service to non-contractual days, not salary.

If you receive a jury duty summons, please do the following:

- Immediately contact the court to defer your jury duty.
- If you cannot defer it yourself, contact Human Resources for help. This must happen before you are supposed to show up or call in.
- Get paid for your service if you go to the court on non-contractual days. Send Human Resources proof from the court stating your days of service. (Days you call in and are told not to report do not count.)
- If you have a “compelling reason” to perform your jury duty service during contractual time, instead of off-work time, contact your site administrator right away.

You can find the contract language in Article 10, Section 13 by going to glendaleteachers.org and clicking on “Your Contract” under the “Your Rights” tab. Click on “Article 10 – Leaves of Absence,” then scroll down to Section 13.