

**STATE OF MARYLAND**

**Department of Public Safety  
and Correctional Services**

**PATUXENT INSTITUTION  
Directive**



**PID # 50-15**

**DATE: June 1, 2005**

**SUBJECT: Personnel**

**TITLE: Jury Duty**

- I. REFERENCE: Code of Maryland Regulations 17.04.11.12
- II. APPLICABLE TO: All Permanent Employees
- III. PURPOSE: To establish policy and guidelines regarding release time for Jury Duty.
- IV. DEFINITIONS: None
- V. POLICY AND PROCEDURE:
  - A. An employee who receives notice of selection as a prospective juror shall immediately give a copy of the notice to his/her immediate supervisor.
  - B. An employee shall receive full pay for any day he/she is required to appear for jury duty, without charge to any earned leave.
  - C. Employees who are scheduled on other than a day shift shall be reassigned to a day shift during the period of jury duty service.
  - D. All absences due to serving jury duty must be verified by the Clerk of the Court. This verification must be submitted to the employee's supervisor upon return to duty. If the absence is longer than one week, verification must be submitted on a weekly basis. The employee's supervisor will forward the verification to the Personnel Office.
  - E. If after reporting for jury duty, it is determined that the employee's services are not required and the employee is dismissed from jury duty, the employee is required to report to work.

VI. RECISION: PID 50-15 dated September 1, 1991

A handwritten signature in black ink, reading "Randall S. Nero, Ph.D." in a cursive style.

Randall S. Nero, Ph.D.  
Director

DISTRIBUTION: A  
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