

Jury duty leave response email template

Confirm time off for jury duty, explain pay, and ask for the summons and attendance record.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Every state protects employees who are called for jury duty, and federal law protects those serving on federal juries. When an employee tells you they received a summons, respond quickly, confirm they can serve, explain how pay works under your policy and state law, and ask for a copy of the summons for your records.

Keep the tone matter-of-fact and supportive. Employees sometimes worry that serving will hurt them at work, and it's unlawful to discourage them. If the timing is genuinely bad for the business, some courts allow the employee to request a postponement, but that's the employee's choice, not something you can require.

Version 1: Jury duty confirmation

SUBJECT Your jury duty on [Date]

Hi [Employee first name],

Thanks for letting me know about your jury summons for [Date]. You are free to serve, and your job is protected while you do.

Pay: [Your policy, for example: we pay your regular wages for up to 5 days of jury service. Exempt employees receive their full salary for any week in which they work].

What we need: a copy of your summons, and the court's record of the days you attended, which the clerk can provide.

Your work: [Manager name] will arrange coverage for [Tasks or shifts].

If you are dismissed early on a given day, [explain whether you expect them to return to work for the rest of the shift, if your state allows it].

Let me know if your service is extended.

[HR contact or manager]

Version 2: Extended service

SUBJECT Update on your jury service

Hi [Employee first name],

Thanks for letting us know you have been selected for a trial expected to last [Time].

Your job remains protected throughout. [Explain pay for extended service under your policy and state law.] Please send the court's attendance record each week to [Name].

Take care, and let us know if anything changes.

[HR contact]

Subject lines to try

- Your jury duty on [Date]
- Jury service: pay and next steps
- Update on your jury service
- Re: jury summons
- Your time off for jury duty

How to personalize it

- Respond within a day of hearing about the summons.
- Explain pay for both hourly and salaried employees.
- Ask for the court's attendance record, not just the summons.
- Arrange coverage before the service date.

Mistakes to avoid

- Asking the employee to get out of jury duty.
- Requiring them to use PTO where state law prohibits it.
- Docking an exempt employee's salary for a partial week of service.
- Threatening or hinting at consequences.

Legal and compliance notes

The federal Jury System Improvements Act protects employees serving on federal juries from discharge, intimidation, or coercion. Every state has a similar law, and some, such as New York for the first three days at employers with more than 10 employees, require employers to pay wages for some days of service. Exempt employees must generally receive their full salary for a week in which they perform any work, though employers may offset jury fees.

| When to send it

Respond within one business day of receiving notice. Most employees receive summons several weeks before the date.

| Before you hit send

- Dates, deadlines, and costs match the plan documents and carrier materials.
- Medical details stay between the employee and HR, not the manager or team.
- Required notices, such as FMLA forms or the Summary of Benefits and Coverage, are attached or scheduled.
- The employee knows exactly who to call, with a phone number.
- State leave programs and paid sick leave rules were checked for the employee's work location.

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