JURY DUTY LEAVE

PURPOSE: To encourage employees to accept and perform their civic responsibility of jury duty when called, without fear of loss of pay or employment status.

POLICY: The University shall provide time-off with pay when an employee is required to spend time, that would normally be scheduled as University work time, in performing jury duty activities.

DATE APPROVED: July 7, 1999
REVISED: September 1, 2007

PRACTICES & PROCEDURES:

I. Full-time staff members who are required by the courts to participate in one or more of the court activities listed below shall incur no loss of pay:
   A. Serve on a jury.
   B. Report for jury examination.
   C. Qualify for jury duty.
   D. Subpoenaed as a court witness.

II. Requesting Time-Off With Pay
   A. An employee called for jury duty shall request the time-off from their supervisor in writing attaching a copy of the subpoena or court summons.
   B. The supervisor will submit the original to the Manager of Human Resources.

III. No claim by the University will be made on any form of compensation that a court may provide the employee.

IV. Employees are expected to return to work for all or any reasonable part of a day not engaged in jury duty, or otherwise excused by the court.

V. Time-off to appear in court as either a plaintiff, or defendant in a lawsuit is not covered by this policy, and shall be paid only through applying existing accrued and unused vacation or personal time, if any.

VI. Recording Jury Duty – Non Exempt
   a. Non-exempt employees are required to record all Jury Duty hours daily as used.
   b. Jury Duty must be taken on one quarter (¼) hour increments.
   c. Employees, who are on jury duty when time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.

VII. Recording Jury Duty Time – Exempt
   a. Exempt employees are required to record all Jury Duty days used weekly.
   b. Employees, who are on Jury duty when their monthly time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.