

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: July 1, 2010; 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.