

Jury Duty or Court Appearance Leave

Full-time and part-time employees who are subpoenaed to serve on jury duty or to testify at the order of a court will be allowed to fulfill this duty. Employees appearing in court on their own behalf, as plaintiffs or as defendants, must use available personal leave.

Employees are required to report to work on any full day or partial day during which they are released from jury duty or court appearances unless the time is reported and used as vacation leave time. Net compensation will not be decreased for the time away from work as a requirement of the court. Proof of required attendance from the Clerk of the Court must be requested. The University reserves the right to modify this policy on a case-by-case basis with respect to compensating employees on leave in the event that an employee is required to be absent from work for a period of time greater than one week.

Hours spent on jury duty or court appearances are not considered "hours worked"; therefore, the hours are not considered in the calculation of overtime pay.

As paid hours, hours spent on jury duty or court appearances are considered for benefit time accumulation and holiday eligibility. If benefits are to become effective on the date of the jury duty or court appearances, there will be no delay in the effective date of these benefits.

Employees are responsible for notifying their supervisor of the impending jury duty or court appearance immediately upon receipt of notice to serve. A copy of the summons for this service must be shown to the supervisor and then be filed with the Human Resources Office.

Procedure:

Jury duty is approved by the employee's supervisor by submitting copy of the court summons to HR. Employees request Jury duty in isolved to cover the hours that they are required to be away from work.