

Policy title Jury Service and Witness under a Subpoena Leaves of Absence Policy	Category Human Resources
Owner Human Resources	Approved by Board of Governors

Policy statement

JURY DUTY BENEFIT:

- Employees must notify both the Supervisor and Human Resources of their jury duty dates and provide the notification from the governmental agency that provided the notice.
- The University pays the employee's scheduled salary and benefits while an employee provided service in court on Jury Duty.
- Any Jury Duty pay by a court is kept by the employee.
- Contact the Human Resources Office for procedure details if you are selected for Jury Duty.

UNDER A SUBPEONA:

- The University pays the employee's scheduled salary and benefits while an employee serves in court as a witness under a legal subpoena.
- Contact the Human Resources Office for procedure details if you are served with a subpoena.