



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

- 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.

Last revised date January 17, 2020