JURY OR WITNESS DUTY

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| No. 3-24 | Rev. | Date 8-17-77 |

POLICY

A. Employees necessarily absent from work in compliance with an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition or other official proceeding will continue to receive the equivalent of full pay provided that the institution will request the employee in a general communication to return the jury or witness fee.

B. This allowance covers only time lost while actually engaged in jury service or attendance as a witness, and in reasonable travel to and from the place of such service.

C. This policy does not apply when an individual appears in court in his or her own behalf.

Employees who are subpoenaed to report for jury/witness duty will be paid for the work time missed. To receive pay for missed work time, the employee must surrender the jury/witness duty payment to the Payroll office. If you elect to keep the jury/witness duty payment and are a salaried employee, you need to record leave taken for the time you were off. If you’re an hourly employee, & elect to keep the jury/witness payment, you will not receive pay for the work time missed.