

Section: LEAVE
Subject: Court and Jury Leave
Procedure: HR 3755

I. Institutional Regulations

Employees shall be granted paid Court and Jury Leave when:

- A They are required to serve on jury duty; or
- B. They are subpoenaed or otherwise ordered by proper authority to appear in a judicial or administrative proceeding unless they are a party to the proceeding.

II. Procedure

- 1. An employee who needs to use Court and Jury Leave must submit a Request for Leave form (P-21), along with proof of subpoena/order for jury duty, to the immediate supervisor as far in advance as possible.
- 2. If the employee is uncertain of the duration of the leave, s/he shall notify the supervisor each day of the absence, unless other arrangements are made. The employee must keep the supervisor advised of his/her possible return to work date.
- 3. Pay received for jury duty, exclusive of travel or meal allowances, must be returned to the Business Office or an equivalent amount deducted from the employee's pay.
- 4. Employees are expected to report to their regular assignment during a normal workday when their presence is not required by the court, unless such time is less than two hours.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002