

JURY DUTY

Court Leave

Employees who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.

When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

A leave of absence with pay shall be granted the employee when a court appearance is the result of an act performed by the employee as a part of his/her official duties as an employee of the University. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her University