

I. INTRODUCTION

This Policy sets forth the manner in which a University employee be granted leave with pay when selected for jury duty. To the extent that the laws regarding jury duty differ in the jurisdiction where the University employee works, the University will comply with the applicable laws of that jurisdiction.

II. POLICY OVERVIEW

When called for jury duty, employees shall be granted leave with pay for the duration of such duty. When the summons for jury duty is received, it should be presented to the employee's supervisor. The employee is expected to report to work if excused from jury duty during normal work hours. The supervisor may require the employee to furnish documentation from the court clerk as to days served. Any jury duty fees received may be retained by the employee.