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JURY DUTY OR WITNESS DUTY

If an employee is called for jury duty or in response to a subpoena, time off to complete the service will be provided. The College will pay the difference between the employee's regular pay and the amount paid by the court. The employee must notify the supervisor and the Human Resources office as soon as a jury duty notice or subpoena is received.

To be eligible for jury duty pay, the employee must present a statement from the court clerk to the Human Resources office indicating the time he or she served on jury duty and the amount of jury duty pay received. This pay will be offset from the employee's normal paycheck for the period served.

