



Policy # HR.309  
Jury or Witness Duty  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
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Scope: Non-Faculty Employees  
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## **JURY 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 University 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 amount of the employee's regularly scheduled paycheck for the period served.