

2.16 JURY DUTY/COURT APPEARANCE LEAVE

Full-time benefit-eligible employees may be excused from work for compulsory jury duty when they present their jury summons to their supervisor or, in the case of faculty, the Dean's office. Notification should be provided at least two weeks prior to the first day the employee is requested to report to the courthouse, or as soon as the employee receives the jury summons. An employee may be asked to request deferral of jury duty to another acceptable time if the University is unable to release the employee due to business necessity.

Employees will be paid their regular wages while on jury duty. Employees subpoenaed as witnesses in criminal or civil proceedings where they are not a litigant or participant will be paid their regular wages.