

I. POLICY

College employees are entitled to a paid leave of absence when subpoenaed to serve on a jury or testify in court.

II. REFERENCES

Reserved.

III. DEFINITIONS

See [Human Resources Definitions](#).

IV. PROCEDURES

- A. Employees who receive a subpoena or who are directed by proper authority will present a copy of the notification to their immediate supervisor.
- B. Supervisors who receive proper authorization from an employee will allow the employee paid time off from work for jury duty. Employees will continue to receive their full pay.
- C. Jury duty covers only the time lost while actually engaged in giving service or attendance as a witness, and in reasonable travel to and from the place of service.
- D. Employees will record their absence using the jury duty code through web or department time entry procedures.
- E. Any funds received for jury duty remain with the employee.
- F. Employees engaged in legal proceedings on their own behalf must use approved vacation or leave without pay.

Date of last cabinet review: August 30, 2016

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.