

Chapter Name:	Personnel Policies
Policy Title:	Jury Duty (Civil Leave)
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2-14 Jury Duty (Civil Leave)

An employee who is called for jury duty is to submit a copy of the jury duty notice to their immediate supervisor and forward a copy to the Office of Human Resources, immediately upon notification.

An employee who serves on jury duty will receive regular pay for the period of absence as well as be eligible to accept any jury duty pay. When court is not in session or the juror's services are not requested, the employee shall report for work.