
Jury Duty

Staff Manual

Approving Authority: President

Established: January 2013

*Date of Last **Review**/Revision: November 2018 (no substantive changes)*

Office of Accountability: Human Resources

Administrative Responsibility: Human Resources

Policy Statement

St. Jerome's University is required by law to allow staff members time off for jury duty, but not to pay their salaries during jury duty. In recognition of staff members' civic duty to respond to a jury summons and, if called, to serve as jurors, St. Jerome's University provides paid leaves of absence for staff members who are called to serve as jurors in civil or criminal cases. This paid leave of absence is referred to as a "jury duty leave".

Staff members will be paid their full salary during a jury duty leave and will continue to accrue vacation and receive benefits while serving as a juror. Any jury fee received is to be given to the University.

Purpose

The purpose of this policy is to establish a standard for jury duty leaves.

Appendix A: Procedures

If called to jury duty, a staff member will:

- Inform her/his supervisor as soon as possible
- Provide a copy of the summons or subpoena to his/her supervisor and to Human Resources, before attending court
- Work with her/his supervisor to reduce the impact of their absence on the department and/or the University
- Note the absence in the leave management system

If a staff member is called to jury duty, a supervisor will:

- Work with the staff member to plan distribution or postponement of work, if necessary, during the absence
- Keep Human Resources apprised of lengthy absences due to continuing obligations