JURY DUTY

Coverage: All Employees
Effective: January 1, 1991

All full-time university employees will be compensated at their regular pay rate for the amount of time served on jury duty. In turn, the amount received for jury service from the judicial system should be endorsed over to the Business Office.

Employees are expected to notify their supervisor immediately if they are called for jury duty.

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Jury Duty

Jury duty is a privilege of citizenship. Saint Francis University understands that it is the obligation of each employee as a citizen to serve on jury duty for a civil or criminal case when called.

All full-time university employees are eligible for time off with pay for jury duty that occurs during the employee’s regularly scheduled work day. This policy does not apply to an employee’s court appearance if it is in connection with the employee’s personal business (e.g., criminal or civil cases, traffic court, divorce proceedings, etc.).

Employees called for jury duty must inform their supervisor immediately, so arrangements can be made to cover their work during the absence. A copy of the subpoena or summons should be provided to the supervisor. The employee will be compensated at their regular pay rate for the amount of time served on jury duty. The employee will reimburse the University by endorsing over to the Business Office any additional monies received as compensation for jury duty. A person serving on a jury is expected to report to work when the jury is recessed.