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4.400 Hours of Work and Leave (Human Resources)

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4.427 Court and Jury Duty Leave

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Court and Jury Duty Leave Policy 4.427	
Human Resources Policies		Effective date: December 13, 2011	
Policy History:	Approved by:	Policy History:	Approved by:
Approved	Chancellor	Approved	Chancellor
Revised	Office of University Counsel		April 13, 2018
Responsible Office:	Responsible Administrator:	Responsible Office:	Responsible Administrator:
Office of Human Resources	Chief Human Resources Officer	937-769-1375	Chief Human Resources Officer

I. Introduction and Purpose

Antioch University (“AU” or the “University”) recognizes and supports an employee’s responsibility when summoned to serve on a jury or subpoenaed to testify as a witness. The purpose of this policy is to establish guidelines and procedures when regular full-time and part-time employees are required to fulfill their responsibilities when summoned to serve on a jury or subpoenaed to testify as a witness. This policy does not apply to those employees who are members of a recognized bargaining unit if the contract provides other provisions regarding court and jury duty leave. AU complies with all applicable local and federal law regarding jury duty and required appearances in court.

II. Policy

AU regular full-time and part-time employees summoned for jury service or subpoenaed to testify as a witness in court will be provided an excused absence from work to perform this service and will receive time off with regular base pay for the length of the service up to 10 days. Circumstances requiring attendance for more than 10 days will be evaluated on a case-by-case basis by the direct supervisor and the Office of Human

Resources (“HR”). While on an excused absence for jury or court duty, all benefits shall remain in effect and the employee will continue to accrue vacation and sick days.

III. Policy Guidelines

- A. Eligible employees will receive their regular base pay while on approved jury duty and do not have to return any payment or fees received from the court.
- B. Eligible employees subpoenaed or requested to testify as a witness in a case related to AU employment will be compensated for that time away from work.
- C. When summoned as a juror or subpoenaed as a witness, employees should immediately notify their supervisor. Supervisors should make a copy of the document and forward it to HR for processing and filing. Any subsequent changes to the approved leave should be forwarded to the supervisor and HR immediately.
- D. During periods of witness and jury duty, employees are expected to stay in contact with the supervisors on a regular basis, and assist in coordinating work during their absence including making arrangements for the completion of essential or critical work functions.
- E. Upon completion of service, employees should obtain, when possible, documentary proof from the court for time actually served and submit that certification to the supervisor and HR.
- F. Employees shall record the approved leave on their time sheets.
- G. If the jury or witness obligation is less than four (4) hours in a day, employees must report for the balance of their work day.
- H. In some jurisdictions employees may be summoned to serve jury for duty on a standby or call-in basis. In this situation, employees are expected to report for work every day that they are not needed for jury duty. When an employee on standby is advised to report for jury duty, the employee must notify the supervisor.
- I. Employees who appear in court on their own behalf must use vacation or personal leave time. If accrued leave is not available, approved court leave will be unpaid.