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4.400 Hours of Work and Leave (Human Resources)

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October 2011

4.427 Court and Jury Duty Leave

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Court and Jury Duty Leave Policy 4.427	
Human Resource Policies		Effective date: December 13, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 13, 2011
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
University Director of Human Resources	Director of Human Resources	937-769-1375	All Employees

I. Introduction and Purpose

Antioch University (“AU” or the “university”) recognizes and supports an employee’s responsibility, when subpoenaed, to serve on a jury or 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 subpoenaed to serve on a jury or 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 associated with 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 subpoenaed for jury service or 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. Situations lasting more than 10 days will be evaluated on a case-by-case basis by the direct supervisor and the Director of 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 court and jury duty, employees are expected to stay in contact with the supervisor 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 must 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 using the procedures established in their department.
- 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.