

**POLICY 11**  
**APPROVED AND UNAPPROVED ABSENCES**

**Rule 11.03 - Jury Duty**

An eligible employee, upon request, shall be granted a leave of absence with pay at the employee's regular rate for non-overtime scheduled hours when called for jury duty.

Employees on Early Morning or Normal Workday Schedules

Employees on early morning and normal workday schedules, e.g., whose shifts are between 6:00 a.m. and 6:00 p.m., who are serving jury duty are expected to report for work whenever their services are not required by the court. If, after being excused by the court, four (4) or more hours remain in the University schedule for that workday, employees must call their supervisors for report-to-work instructions unless earlier arrangements were approved.

Employees on Afternoon Shifts

Employees on afternoon shifts, e.g., commencing at 2:00 p.m. or later, will be granted jury duty leave for the shift occurring on the same calendar day as that on which they are required to report for jury duty. Employees on afternoon shifts who report for jury duty and who are excused prior to the time their shifts commence, must call their supervisors for report-to-work instructions unless earlier arrangements were approved. Supervisors may approve short work shifts to assure adequate rest for employees required to report for jury duty during morning hours.

Employees on Deep-Night Shifts

Employees on deep night shifts, e.g., commencing at 10:00 p.m. or later, will be granted jury duty leave for the shift immediately preceding a day on which they are required to report for jury duty. At the conclusion of the required jury duty, employees are expected to report for work at the beginning of the first shift that commences eight (8) or more hours after being excused from jury duty. For example, an employee excused at or before 2:00 p.m. is to report on his or her next scheduled shift.

Part-Time Employees

Eligible part-time employees normally will be granted leave with pay for the hours or days they are excused for jury duty and for which they have been scheduled to work. (See Policy 4.)

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**Rule 11.03 - Jury Duty**

**Regulation**

11.031 Holiday Pay While on Jury Duty

Employees on leave of absence for jury duty when a University holiday occurs will receive their normal holiday pay. Actual jury duty service on the holiday will not result in additional compensation or time off, since jury duty service is not University employment.