



## **POLICY MANUAL**

### **BENEFITS**

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#### **Number 354**

**Subject: Jury and Witness Leave**

**Covered Employees: Benefit Eligible Employees**

**Date of Origin: January 24, 1997**

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#### **354.1 POLICY**

The University recognizes the duty of employees as citizens to serve on juries or as witnesses. For the period during which an employee is necessarily absent from work in compliance with an official requirement to appear for jury service, or a subpoena to appear as a witness at a trial, deposition, or other official proceeding, the employee will continue to receive full salary.

#### **354.2 PROCEDURES**

Time allowance for jury and witness service covers only time lost while actually engaged in jury service or in attendance as a witness and in reasonable travel to and from the place of such service or attendance.

Employees are expected to report daily to work before and after jury service or attendance as a witness, whenever feasible. This should be discussed and cleared with the supervisor.

This policy does not apply to employees who appear in court on their own behalf.

Expert witness services are considered extra contractual services and are subject to the provisions of the Consulting Leave and Extra Contractual Services policies.

#### **354.3 RESPONSIBILITY**

##### **3.1 Office of Human Resources**

Responsible for communicating this policy to all employees of the University, and administering the policy in accordance with Utah Law.

### **3.2 Employees**

Responsible for cooperating with their supervisors to arrange their jury service, within the limits posed by local jurisdictions, so it causes the least negative impact on their department. Employees are also responsible for reporting to work on any day they are excused from jury duty, or on any day they are released early.