

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	<b>JURY DUTY AND COURT WITNESS LEAVE POLICY</b>				

## 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

## 2.0 SCOPE

University Employee Policy

## 3.0 POLICY

An employee will be granted leave with pay when required to be absent to serve on a jury or when subpoenaed to serve as a witness before a court, commission, or legislative committee. Employees who are called should show the jury notice or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the jury notice or subpoena should be forwarded to Human Resources for the employee's personnel file. Employees are expected to report to work whenever the court schedule permits.

Employees on jury duty or court witness leave will receive their regular pay (maximum is 30 days in a calendar year). Any compensation received for service as a juror or as a witness must be endorsed over to the University if the employee receives his or her regular pay for the absence. Checks endorsed over to the University should be submitted to the Director of Human Resources. The employee can retain Court compensation only if the employee chooses to take vacation leave or leave without pay (if insufficient vacation leave is available.)

Paid court leave is not available to employees appearing on their own behalf or in an action in which they are named as the plaintiff or defendant. Absences from work for court appearances not pursuant to a subpoena must be taken as vacation or unpaid leave.

## 4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

## 5.0 RELATED DOCUMENTS