



Policy and Procedures Manual Application: Full Time Personnel Section A2.11 Jury Duty

A 2.11 JURY DUTY

Jury duty will be reported on a Request/Approval of Leave Form but will not be counted against sick leave or annual leave.

An employee who is required to appear on a regular workday as a member of a jury panel shall be granted a leave of absence from regular duties. The compensation an employee receives during such an absence shall be the employee's regularly scheduled pay. The employee must present any jury fees or payment to the Employment Services Office.

Employees summoned to be on jury duty must submit a copy of the summons with the Request/Approval of Leave Form. After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department supervisor.

Revised April 1, 2026