Policy 4.26
Jury Duty

**Responsible Official:** VP for Human Resources
**Administering Division/Department:** Leave Policies
**Effective Date:** March 29, 2007
**Last Revision:** January 07, 2016

**Policy Sections:**

I. Overview
II. Policy Details
III. Related Links
IV. Contact Information
V. Revision History

**Overview**

Jury duty leave is provided to all Emory University employees. Regular employees who are summoned to serve during the regular workweek on a jury, or for witness service where the employee is subpoenaed and is not the defendant or plaintiff will receive their regular rate of pay for judicial hours away from work.

**Policy Details**

An employee who is summoned to serve on jury duty or subpoenaed witness service must notify the appropriate supervisor when the summons or subpoena is received. A copy of the summons or subpoena must be submitted to the supervisor.

An employee on jury duty is expected to report to work, where reasonable conditions exist, for all or part of the scheduled workday(s) that he/she is not engaged in jury service. Staff who are on jury duty and are scheduled for work on night shifts the same workday should be protected from loss of pay for the entire 24-hour period.

**ADMINISTRATION**

The department shall have the responsibility for administration and record keeping of the Jury Duty leaves records. Human Resources can provide advice regarding administration and interpretation of this policy.

Jury duty leave hours for all bi-weekly employees shall be recorded on the timesheets or TAS as required.

Jury duty leave hours for exempt employees will be recorded only if the employee is absent for more than four hours.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.26](http://policies.emory.edu/4.26)

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Associate</td>
<td>Sharmel Gonzalez</td>
<td>404-727-7625</td>
<td><a href="mailto:sgonza4@emory.edu">sgonza4@emory.edu</a></td>
</tr>
</tbody>
</table>
Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.