



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

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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>

Contact Information

Subject	Contact	Phone	Email
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Revision History

- Version Published on: Oct 05, 2012
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: May 08, 2007 (5/08/07)

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