

UT Health Science Center: HR0315-H Court Leave	
Version 1	Publication Date: 05/25/2022

No./Title: 315 – COURT LEAVE	Resp. Office: HUMAN RESOURCES	Effective Date: 03/10/2014
Category: Leave	Last Review: 05/21/2021	Next Review: 05/21/2024
Contact: Damon Davis	☎ 901.448.5604	✉ ddavis24@uthsc.edu
Related Policies:		

OBJECTIVE

To protect all regular employees and those temporary and student employees who have been employed for six months or more from loss of pay while serving on jury duty or as a witness in state, federal or local court.

PROCEDURE

An employee receiving formal notice to appear in court must immediately notify their supervisor of the dates, time and expected duration of the appearance and provide a copy of the notice received from the court.

Supervisors must permit the employee to appear in court as summoned.

The employee may retain any compensation received for jury or witness duty. The departmental timekeeper has responsibility for entering court leave on the time report and also for maintaining a copy of notice received from the court requiring the employee’s presence within departmental time records. An employee who is a defendant or plaintiff in a court action may charge this leave time as annual leave.