

Systemwide Policy:
HR0315 - Court Leave
PROCEDURES

Court Leave Procedures

1. Excused Absences from Work
 - a. Upon receipt of a summons to jury duty or subpoena as a witness, the employee will provide a copy of the summons or subpoena to their supervisor as soon as practicable but no later than the employee's next workday.
 - b. Employees will be excused from work for the entire workday when jury duty or witness duty exceeds three (3) hours (including traveling to/from court).
 - c. Employees are expected to return to work for the remainder of the workday when jury duty or witness duty is less than three (3) hours.

2. Night Shift Employees
 - a. An employee summoned for jury or witness duty who is scheduled to work a night shift or during hours preceding regular court hours will be excused from work on the shift immediately preceding the employee's first day of service.
 - b. After the first day of service, when the employee's jury or witness duty is three (3) or more hours during a day, he/she will be excused from the next shift if it occurs within twenty-four (24) hours of that day of jury or witness service.

3. Time Reporting
 - a. Employees are expected to accurately report their actual time spent serving on jury duty or as a witness (including traveling to/from court) in accordance with FI0930 - Payroll.
 - b. Employees should record their jury duty and witness time as Court Leave.