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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

January, 2020

**Reference:**

Classified Staff Human Resources Policy Manual 208.2

University Handbook for Appointed Personnel 8.04.08

University Staff Manual 3-106

**Responsible Unit:**

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## Scope

Jury duty and material witness service leave is available to all employees whose position is designated as full benefits eligible.

## Policy

Employees who are called to serve on a jury or as a subpoenaed witness in a judicial or administrative proceeding will be granted jury duty/material witness leave with pay. Employees are not eligible for paid jury duty/material witness leave if they are called to appear in court as a plaintiff or defendant, or as a party with regard to a personal matter. Instead, they may use accrued vacation or request time off without pay.

## Fees Earned

Employees may not earn more than their regular compensation during their absence from work. If employees receive a fee for jury duty or as a subpoenaed witness they must either (1) remit the

jury/witness fee to the University through their unit business manager and record their time absent as administrative absence with pay, or (2) accept the fee and record the jury duty/witness hours as excused unpaid absence. Reimbursements for travel expenses may be retained.

## **Compliance and Responsibilities**

### **Employee Responsibility**

Employees should inform their supervisor immediately when they receive notice that they are scheduled for such service. They must keep their supervisor apprised of the anticipated length of service and return to work promptly when the service is completed. If employees can reasonably meet some or all of their regular work schedule, they are expected to do so.

## **Related Information\***

**Financial Services Office Policy 8.10. Cash Receiving—Jury Duty** [2]

**Arizona Board of Regents Policy 6-807 Administrative Leave** [3]

## **Revision History\***

Separated from Administrative Leaves January 23, 2020

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### **Source URL:**

<https://policy.arizona.edu/employment-human-resources/jury-duty-and-material-witness-leave>

### **Links**

[1] <mailto:hresolutions@email.arizona.edu>

[2] <http://policy.fso.arizona.edu/fsm/800/810#jury>

[3] <https://public.azregents.edu/Policy%20Manual/6-807-Administrative%20Leave.pdf>