

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	January 2003
Policy 4.7.11	Jury Service	Responsibility:	Vice President for Human Resources

JURY SERVICE

Policy

No deduction will be made from the salary or wages of any University employee who is called for jury service, nor shall the employee be required to account to the University for any fee or compensation received for jury service.

Procedures

1. In order to qualify for pay during periods of jury service, the employee will furnish documentary proof of service to his or her immediate supervisor.
 2. When serving as a witness, the employee must report the time as leave unless he or she is testifying in an official capacity.
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