

# Saint Joseph's College

## Policy Guidebook

### Human Resources

**Section Name:** Time Away From Work

**Section Number:** 9.07

**Effective Date:** 7/1/2020

#### **SUBJECT: Jury Duty and Appearance Witness Leave**

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##### **Purpose:**

Members of the college community are encouraged to serve, as a matter of good citizenship, when called upon for jury duty or as a court witness.

##### **Eligibility:**

All employees

##### **Policy:**

Staff members are expected to have their responsibilities covered according to the individual needs of their departments and to return to work after they have discharged their court obligations for the day. If the jury duty period requested would represent a hardship to the staff members' department, they should request a deferment from the court. Such a request must be made in writing to the appropriate court explaining the hardship and providing an alternate available time to serve. Employees who, during their regular working hours, actively serve on jury duty or are under subpoena as a witness, when not a principal, continue to receive their regular pay.

When faculty members are called for jury duty during the Semester/Term in which they are teaching, their obligation to their students may be adversely affected by prolonged or unpredictable absences. Faculty members called for jury duty during regular teaching periods may have significant problems meeting their academic responsibilities and may request a deferment from the court. Such a request must be made in writing to the appropriate court, and should explain that the faculty member's teaching obligations cannot be met by a substitute. The faculty member should request a deferment of their service until the summer or the next semester/term in which they are not teaching.

Any employee appearing on behalf of the College before a court, legislative committee, or judicial or quasi-judicial body will also be excused with pay.

##### **Procedure:**

When requesting jury duty pay, employees should provide a copy of their subpoena to their supervisor, Payroll and Human Resources. Supervisors will enter Jury Duty hours in the ADP Workforce Now system for the employee.

Employees shall return to work within a reasonable time on days released from such duty.