



XAVIER UNIVERSITY

Jury Duty

Effective: April 30, 2008

Last Updated: November 10, 2025

Last Review: November 10, 2025

Responsible University Office: Human Resources

Responsible Executive: Vice President for Human Resources, CHRO

Scope: All University Employees

A. REASON FOR POLICY

Xavier University understands that it is the obligation of each employee as a citizen to serve on jury duty for a civil or criminal case when called.

B. POLICY

All employees are eligible for time off with pay for jury duty that occurs during the employee's regularly scheduled work day. This policy does not apply to an employee's court appearance if it is related to the employee's personal business (e.g., criminal or civil cases, traffic court, divorce proceedings, etc.).

Jury duty leave pay is available if the employee is scheduled to work on the same day the employee is to report to court; however, an employee may or may not be required to work, as safety and fatigue will be considered.

C. PROCEDURE

Jury duty leave pay is available if the employee is scheduled to work on the same day the employee is to report to court.

1. Employees called for jury duty must inform their supervisor immediately, so arrangements

can be made to cover their work during their absence. A copy of the subpoena or summons should be provided to the supervisor.

2. On days when the employee will not be required at court, the employee is expected to report to work. On days when employees are required in court but are discharged early from service, they are required to report to work if at least half of their regular workday remains.
3. The employee will be paid their regular salary during the jury duty absence; however, the time must be recorded accurately in Workday.

D. HISTORY

The Jury Duty Policy was updated with minor changes in December 2025.

E. POLICY REVIEW SCHEDULE

Next Review: To be determined.

Other applicable policies and/or resources: n/a