



## XAVIER UNIVERSITY

### Jury Duty

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Last Reviewed:** March 29, 2023

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**SCOPE:** All University Employees

#### A. REASON FOR POLICY

Jury duty is a privilege of citizenship. 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 in connection with the employee's personal business (e.g., criminal or civil cases, traffic court, divorce proceedings, etc.). Jury duty leave pay is available to all shifts 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

1. Employees called for jury duty, must inform their supervisor immediately, so arrangements can be made to cover their work during the absence. A copy of the subpoena or summons should be provided to the supervisor.
2. On days where the employee will not be required at court, the employee is expected to report to work. On days where 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 work-day remains.

3. The employee will be paid their regular salary during the jury duty absence.