

# Jury Duty Policy

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## SECTION I. PURPOSE

This policy describes the University's practice for providing jury duty leave.

## SECTION II. SCOPE AND APPLICABILITY

Regular full-time and part-time hourly and salaried employees are eligible for paid jury duty leave, as set forth below, beginning on their first day of employment. Temporary, on-call and student workers are eligible for unpaid jury duty leave. Union employees should refer to their collective bargaining agreement for specific information.

## SECTION III. JURY DUTY LEAVE

### A. Leave Eligibility

All employees are eligible for time off, regardless of FTE (full-time equivalency), to respond to a summons for jury service or to serve on a jury or attend court as a prospective juror. The University will not take adverse employment action against an employee because they have received a summons for jury service, responded to a summons for jury service, served as a juror, or attended court for prospective jury service.

### B. Payment During Leave

Regular full-time and part-time hourly and salaried employees who are called to serve on jury duty or are serving as a witness in answer to a subpoena or other court order (unless the proceeding involves a personal or family matter), may be provided the time off with pay, up to a maximum of 80 hours, prorated based on their FTE (full-time equivalency). Employees should provide a copy of their summons and work with their managers to determine a coverage plan and/or a work continuation plan, if remote work is possible.

Payment for jury duty leave in excess of 80 hours annually requires additional approval and consultation with Human Resources. Grand jury service may exceed this annual amount and should be reviewed with the employee's supervisor and Human Resources when the summons is received.

Time off for jury duty or this court appearance will not be charged against the employee's vacation/PLT (Paid Leave Time) time.

Money received for jury duty or for serving as a witness does not need to be reimbursed. Employees are also not required to reimburse the University for incidental expenses paid to them as a result of their jury service.

### C. Other Court Appearances

Unless otherwise required by law, employees who are required to appear in court regarding a personal or family matter must use any available and applicable paid leave unless the legal proceeding has a direct relationship to the employee's position at St. Thomas.

For questions regarding jury duty, contact [askHR](#) or 651-962-6510.

Reference: MN. Stat. 593.50