

# 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**

This policy applies to all employees. Regular full-time and part-time hourly and salaried employees, regardless of FTE (full-time equivalency), 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 FTE (full-time equivalency).

Payment for jury duty leave in excess of 80 hours requires additional approval and consultation with the Office of Human Resources.

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

For the period in which the employee receives paid leave, money received for jury duty or for serving as a witness must be reimbursed to the University's Payroll Department. Employees are not required to reimburse the University for food, lodging and transportation expenses.

**C. Other Court Appearances**

Unless otherwise required by law, employees who are required to appear in court regarding a personal or family matter must take vacation/PLT time, a leave of absence without pay, or sick and safe time leave (when applicable and available) unless the legal proceeding has a direct relationship to the employee's position at St. Thomas.

For questions regarding jury duty, contact the [Benefits Office](#) at [benefits@stthomas.edu](mailto:benefits@stthomas.edu) or 651-962-6520.

Reference: MN. Stat. 593.50