

JURY DUTY AND WITNESS LEAVE (CIVIL LEAVE)

Employees shall be given time off without loss of pay, annual or sick leave when they are performing jury duty, summoned to appear as a witness before a court, grand jury, or other public body or commission, and when the employee is NOT the plaintiff or defendant.

If an employee is summoned to jury duty, The University of Louisiana at Monroe continues his/her salary during the active period of jury duty. The employee is also permitted to retain the allowance received from the court for such service. If summoned as a witness, the employee is also eligible to receive civil leave. To qualify for jury or witness duty leave, a copy of the subpoena to serve must be submitted to the supervisor as soon as it is received. In addition, proof of service when your jury duty or witness duty is completed must be provided, listing the dates and times served. Reasonable travel time will be taken into consideration when calculating Civil Leave. The University will make no attempt to have service on jury duty postponed except where business conditions necessitate such action.