

SNU Policy: Jury Duty Leave Policy

SNU Policy ID: Benefit Information D-12

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: March 15, 2019

Next Review Date: March 15, 2024

POLICY:

Southern Nazarene University encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification will be granted paid leave for jury duty for that period they are required to serve on a jury.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours missed for that work day up to 21 days of jury service. Jury Duty leave is intended to make your day whole to the number of hours you typically work.

For example, if you are released from jury duty at 10:00 am and it takes you until 10:30 am to return back to work, you may use the Jury Duty leave selection from 8:00 am until you return at 10:30 am. Should you decide not to return to work that day, you would need to use either personal or vacation leave to make your day a complete 8 hour day.

Employees in the following classifications are eligible for paid jury duty leave:

- Regular full-time employees
- Regular part-time employees

PROCEDURE:

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. The supervisor will forward a copy of the summons to Human Resources. We expect you to come to work whenever the court schedule permits.

Either you or Southern Nazarene University may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Southern Nazarene University.

Subject to the terms, conditions, and limitations of the applicable plans, Southern Nazarene University will continue to provide all elected benefits for the full period of jury duty leave.

Your vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

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