



# SAINT LOUIS UNIVERSITY

## JURY DUTY POLICY

**Procedure Number:**

**Version Number: 1**

**Classification:**

**Effective Date: 8/10/2012**

**Responsible University Office:** Vice President Human Resources

### 1.0 INTRODUCTION

The University provides paid time off for jury duty.

### 2.0 PURPOSE

This policy provides time off and income protection for eligible employees during jury duty to uphold their civic responsibility.

### 3.0 PERSONNEL AFFECTED

This policy applies to all regular full-time and part-time staff employees, with the exception of employees in a collective bargaining unit or employees of the Madrid campus.

### 4.0 DEFINITIONS

Not applicable.

### 5.0 POLICY

Special consideration will be given to staff members for jury duty. If staff members are properly summoned for jury duty in the city or county in which they reside, they will be eligible for jury duty pay from Saint Louis University upon advance notice to their department supervisors. Staff members will receive their normal base rate compensation for validated jury duty days. Staff members are able to collect and keep any payment received from the court system for performing jury duty. Time off for jury duty is considered job protected leave.

### 6.0 RESPONSIBILITIES

Managers are responsible for administering this policy. It is the employee's responsibility to provide advance notice as possible. Time keepers are responsible for accurately tracking time off.

## **7.0 PROCEDURES**

Not applicable.

## **8.0 REFERENCES**

Not applicable.