



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 11.11

Effective August 13, 2009

Jury Duty and Court Witness Leave

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

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Staff Handbook

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Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

Regular full-time employees are eligible for paid jury duty and court witness leave. An employee will be granted leave with pay when required to be absent to serve on a jury or when subpoenaed to serve as a witness before a court, commission, or legislative committee. Employees who are called to such service must show the jury notice or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the jury notice or subpoena must be forwarded to Human Resources for the employee's personnel file. Employees are expected to report to work whenever the court schedule permits.

The university will continue to provide university-paid health insurance benefits for the full-term of the jury duty/witness absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty/witness leave. The employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

Paid court leave is not available to employees appearing on their own behalf or in an action in which they are named as the plaintiff or defendant. Absences from work for court appearances not pursuant to a subpoena must be taken as vacation, personal leave, or unpaid leave.



University Human Resource Services

Revised July 9, 2009