

4.59 Court and Jury Service ~~Leave~~

Purpose:

This policy outlines the qualification and usage criteria for paid court and jury service time off for University of Northern Iowa (university) employees.

Policy Statement:

The university provides paid court and jury service time off for eligible employees, including non-temporary Academic Administrators, Faculty, Institutional Officials, Merit, Professional & Scientific (P&S) and benefit-eligible temporary Faculty.

~~Staff members~~ Eligible employees are excused from duty while appearing as a subpoenaed witness or serving as a member of a jury in public or private litigation and are entitled to regular compensation provided that any pay, other than reimbursement for travel or personal expense, is surrendered to the University.

An absence request should be submitted through the UNI Works system for Jury Duty time off as soon as the obligation to report to court or jury duty is known. Any compensation provided by the court must be remitted to the University of Northern Iowa within 60 days. Failure to report compensation will result in the equivalent being deducted as vacation or marked as leave without pay if no vacation is available. Jury duty compensation provided by the court should be remitted via personal check to Payroll for processing. The emTployee will remit their jury pay to the cashiers in the Office of Business Operations.

Additional Resources:

HRS web site: <https://hrs.uni.edu/mybenefits/time-off#jury>

Human Resource Services, approved July 25, 2024

University Council, approved September ~~XX~~, 2024

President and President's Cabinet, approved September ~~XX~~, 2024

[Last reviewed and/or updated 8/31/2015]