



Title: Jury Duty Policy
Effective Date: January 2001
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Associate Vice President for Payroll and Benefits
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Purpose

The purpose of this policy is to address jury duty for employees of Mercer University.

Scope

This policy applies to all employees of Mercer University.

Exclusions

None

Definitions

As used in this policy, the following term(s) have the meaning specified below:

Employee: any faculty (including, but not limited to, regular, visiting, or adjunct), any individual who has an appointment at the University, and all regular and temporary staff.

Policy Statement

When an employee is summoned to serve as a member of a jury panel or is subpoenaed as a witness in a court action that involves litigation in which the employee is not a principal, the University will continue to pay the individual's regular salary.

The individual is responsible for notifying his supervisor of the impending jury or witness duty immediately upon receipt of the notice to serve.

If an employee, after serving two weeks on a jury panel, discovers that further jury duty must be served, he should communicate with his supervisor and Human Resources to make special arrangements for extended leave. Such extended leave will be with pay.

If an individual is temporarily relieved of jury duty on any given day, but is still subject to the jury subpoena, the employee is to return to his regular work site for the remainder of that day, unless the Court directs otherwise.

If the individual is required to complete a time sheet, the employee is to designate the hours or days away from work for these responsibilities as Jury Duty.