



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 9.5
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SUBJECT: JURY AND COURT LEAVE

- I. **PURPOSE:** To provide employees leave for jury duty or for required court appearances.

- II. **POLICY:** The University encourages its employees to fulfill their civil responsibilities when called to serve on juries or required to appear in a court of law as a witness. Non-faculty, salaried employees under regular University appointment for half-time or more and for nine (9) months or more, will be paid during such absence. Employees, who appear in court on their own behalf, or as a defendant in such action, are not entitled to pay during such absences, unless annual leave is taken.
 - A. Jury and court leave shall be authorized by the employee's immediate supervisor. At the end of each month, the employee submits their leave report to their supervisor or to the supervisor's proxy. The supervisor or the supervisor's proxy is responsible for reviewing and approving the employee's leave report.