

The university believes that court service is an important civic duty that should not be shirked except for the most compelling reasons. We, therefore, hope that you will cheerfully accept these duties when called unless the university deems your services indispensable and specifically requests the court to excuse you.

If you are subpoenaed or summoned for services as a juror, notify your supervisor of the time and date of your appearance. At the end of your service, have the clerk of the court give you a certification attesting to the times and dates of your service and give the certification to your supervisor when you return to work. You should return to work as soon as your service is finished, even if only a part of the day is left. The university will pay your regular salary for time spent on court service during your normal work week, and you may retain any money you receive from the court.

If you are subpoenaed or summoned to court as a witness on behalf of the university, you will be compensated.

If you must attend court due to some action in which you are personally involved as a defendant, a plaintiff or a witness, you must use your vacation time or leave without pay.