



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

JURY DUTY OR COURT APPEARANCE

Any employee summoned to perform jury duty or subpoenaed to serve as a witness in a court or administrative proceeding to which he or she is not a party shall be excused from work. No deduction shall be made from the salary or wages of any University employee who is called for jury service; nor shall the employee be required to account to the University for any fee or compensation received for jury service. Employees are expected to work, if reasonably possible, the time when not actually in a court or administrative proceeding in connection with such service.

In order to qualify for pay during periods of such service, the employee shall furnish documentary proof of service to his or her immediate supervisor.

Any employee called to appear in his or her official capacity in any judicial action or legislative investigation shall neither accept nor receive any witness fee for such a governmental appearance.

If the appearance as a witness is not in an official capacity but is for the purpose of testifying from personal knowledge concerning matters related to the inquiry, then the employee shall be entitled to any customary witness fees.

Any employee appearing as an expert witness shall be entitled to accept compensation for his or her appearance only when such appearance shall be made on his or her own leave time.

The prohibition relating to witness fees does not extend to any mileage or per diem allowance paid to University employees for expenses incurred while serving as a witness as long as a claim for reimbursement for expenses has been made to the University. In no instance shall there be double reimbursement for those expenses.