

# **Court Required Service Leave Request**

## **LEAVE FOR COURT REQUIRED SERVICE** (Jury Duty / Subpoena's)

The University encourages and supports all of its employees in performing their civic duties. It shall be the policy for the University to continue to pay for employees serving Jury /duty or appearing in court in response to a Subpoena, in accordance with BOT Regulation Section II. Subsection A, c, (1), (2), & (3). Provided that all Subpoena fees and pay for Jury Duty are turned over to the University.

### **Procedure:**

- 1.** Employee must complete Court Required Service Leave form on the next page.
- 2.** Submit completed form along with a copy of the Subpoena or Jury Duty notice to your Department director or designee.
- 3.** Department Director shall forward form to the Director of Human Resources, 2010 Old Main, for final approval and filing.
- 4.** After completion of service:
  - a.** Deliver witness fee or Jury Duty pay to University Cashier
  - b.** Provide the Benefits department of Human Resources with a copy of Cashier's receipt within seven working days. (Also provide a court voucher verifying dates and hours served for Jury Duty Only)

**Court Required Service  
Leave Request**

Employee: \_\_\_\_\_ E-Number: \_\_\_\_\_

Work Department/Organization: \_\_\_\_\_

**JURY DUTY:**

I have been selected for \_\_\_\_\_ Jury duty from \_\_\_\_\_  
(State/Federal) (date)

to \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)

**SUBPOENA:**

I have been subpoenaed to report to \_\_\_\_\_ on \_\_\_\_\_  
(court jurisdiction) (date)

at \_\_\_\_\_.  
(time)

**ABSENCE REQUEST:**

\_\_\_\_\_ I am requesting to be paid by the University for my absence and will deposit jury duty fees/subpoena fees at the Cashier's Office within seven days of receipt.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Organization Director or Designee Signature Date

**Forward to Director of Human Resources with a copy of court notice for final approval.**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Director Signature/Date