

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