



National University of Health Sciences General Policies

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Date Adopted: 02/07/92	Date(s) Revised:	07/12/94, 01/04/96 03/1/11, 05/26/16		
 _____ President	Date	 _____ Date		

POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to provide a leave of absence for employees required to serve on jury or witness duty, to encourage and assist employees to perform their civic responsibilities.

Procedures

Notification of Jury or Witness Duty: Upon receipt of notification from the court requiring the employee to appear as a witness or for jury duty, the employee will present such notification to his/her immediate supervisor and the Human Resources Office.

Request for Jury Duty Delay: It is not the policy of the University to attempt to excuse an employee from serving on jury duty. However, if the employee's assignment to perform jury duty will critically impact the completion of a major work project in progress, the employee's supervisor may request that the University attempt to secure a temporary delay in the date of appearance for jury duty. Such requests shall be forwarded as soon as possible to Human Resources for approval by the Vice President for Administrative Services.

Excused Absence With Pay: Employees, who are required to appear for jury or witness duty by a court of law or other agency of the government during scheduled work hours, shall be excused from regular work duties, and paid at the employee's regular rate for such absence. A letter of attendance is required for proof of service. Employees summoned as standby jurors are to follow-up daily, when required, with his/her immediate supervisor of his/her status. The employee may keep any court reimbursement fees allotted to him/her for Jury or Witness Duty.

Employees are expected to report to work if a court holiday occurs or the employee is not required to be available for jury or witness duty for all or a significant portion of a regular scheduled working day.

Should an employee act as a witness at the University's request, such action shall be considered a work assignment, and the employee shall be paid at the employee's regular rate for such time worked.

Voluntary Absence: This policy does not apply in cases of voluntary absence in which an employee is a litigant, complainant, or defendant in matters which are in the employee's own interest.