



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-15 Minor Revision5

Title: Jury Duty

Description: Leave to respond to a summons or serve on a jury.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: Handling jury duty with respect to work.

Policy Statement: Jury duty will be turned in on a Request/Approval of Leave Form but will not be counted against sick leave, vacation leave, or personal leave. Employees summoned to be on jury duty must submit a copy of the summons with the Request/Approval of Leave Form.

After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department director. It is the responsibility of the employee to report monies earned while on jury duty to the IRS.

Forms: [Leave Request Form](#)

Glossary of Terms:

Legal Citation:

Campus Links: [Request/Approval of Leave Form](#)

FAQs:

Formerly known as:

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): jury, duty, leave

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