



COURT REQUIRED SERVICE LEAVE REQUEST

LEAVE FOR COURT REQUIRED SERVICE (JURY DUTY / SUBPOENAS)

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 Name: _____ E-Number: _____

Work Department / Organization: _____

JURY DUTY

I have been selected for _____ Jury duty from _____ to _____
state/federal date
_____ at _____.
date time

JURY DUTY

I have been subpoenaed to report to _____ on _____ at _____
court jurisdiction date
_____.
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 _____
Director Signature Date
 Denied