Jury Duty - Classified Staff

Jury Duty is a paid administrative absence for employees who are called upon for service as a jury member or as a material witness.

Eligibility

Classified staff who are benefits-eligible.

Procedure

The employee notifies his or her supervisor of the starting and ending dates of jury duty.

The "Jury Duty" time reporting code is entered on the employee's timesheet to record jury duty hours for which the employee wishes to receive Administrative Absence With Pay. Upon completion of jury duty, employees submit a check to their supervisor or department head payable to the University of Arizona, for an amount equal to jury duty pay. The supervisor or department head then submits the check to the Bursar's Office.

If the employee would prefer to keep the jury duty pay and take jury duty hours as an excused unpaid absence, the "Unpaid Absence" time reporting code is entered on the timesheet.

Classified Staff employees with accrued vacation time may elect, with their supervisor's prior approval, to take the jury/witness day(s) as vacation, in which event they may retain any jury or witness fee paid to them.

What Happens to the Employee's Benefits?

If this administrative absence is paid, it has no impact on the employee's benefits. Benefit premiums will continue to be deducted from the employee's paycheck.

Link to Policy

Classified Staff Policy Manual, Policy 208

FAQs

Q: Is an employee who is required to appear in court as a party with regard to a personal matter eligible for paid administrative absence?

A: No, but the employee may use accrued vacation, if applicable, or request time off without pay.

Q: Is the employee who elects to receive "Administrative Absence with Pay" required to pay the department reimbursements received for travel expenses?

A: No. Such reimbursements may be retained by the employee.

Q: Can employees request to be excused from or to defer their jury service?

A: Yes. They should obtain the necessary certification of employment from the University and request such consideration from the Office of the Jury Commissioner of the appropriate court.