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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 306**

## **Jury Duty Leave**

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RESPONSIBLE OFFICE

**Human Resources**

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## **306 Jury Duty Leave**

### **306.1 Definition**

Jury Duty Leave is an authorized paid absence from work that enables University employees to complete compulsory jury duty service in an established federal or state court without sustaining financial loss.

Boston University encourages its employees to fulfill their civic responsibilities.

### **306.2 Eligibility**

All regular, full-time employees and regular, part-time employees are eligible upon hire for Jury Duty Leave.

### **306.3 Length of Leave**

Jury Duty Leave covers the full amount of time that an employee spends on compulsory jury duty.

### **306.4 Compensation and Benefits**

While on an approved Jury Duty Leave, employees will be paid the difference between their regular pay and the amount paid by the court for jury duty, exclusive of any travel allowance. Employees are not eligible for payment if their jury duty pay exceeds their regular pay for the period of the leave. Employees maintain their regular benefits while absent from work on approved Jury Duty Leave.

### **306.5 Requests and Approval**

Employees must submit a written request for Jury Duty Leave to their immediate supervisor at the time the notice is received from the court. A copy of the official notice of the court must be submitted with the request.

Supervisors are responsible for obtaining departmental decisions and communicating them in writing to the employees. Department Heads are authorized to approve requests for Jury Duty Leave.

### **306.6 Other Provisions**

Upon completion of an approved Jury Duty Leave, an employee must submit to his or her supervisor the statement from the Clerk of the Court that confirms the jury duty service and details the employee's reimbursement from the court.

### **306.7 Related Policies**

None

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

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