



GREAT JOBS, GREAT LIVES™

HUMAN RESOURCES

JURY DUTY LEAVE

1.0 POLICY

1.1 Robert Morris University encourages employees to exercise their civic duty and supports jury duty by providing time off to serve.

2.0 SCOPE

2.1 This policy applies to full-time employees unless specifically superseded by a collective bargaining agreement.

3.0 PROCEDURE

3.1 Jury Duty Leave

3.1.1 Employees serving on jury duty shall experience no loss of salary or other benefits for a period not to exceed two weeks per calendar year.

3.1.2 Employees subpoenaed to appear in court or before governmental agencies exercising subpoena power shall be considered on jury duty.

Effective: 02/01/2000

Revised: 10/18/2016