



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2.1 This policy applies to full-time employees unless specifically superseded by a collective bargaining agreement.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