



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability	Purpose	Effective Date	Responsible Party	Pages
Jury Duty Policy & Procedure	Administrative Employees	Provide employees with the policy and procedure related to jury duty obligations	7/1/22	Associate VP Human Resources & Organizational Development	1

In recognizing its civic responsibility, the University will excuse the employee and continue to pay the employee's pay while out on jury duty. This is in addition to the compensation the employee receives from the court.

Under no circumstances will the employee be entitled to any additional payments such as per diem, mileage or alternate holidays. Hourly employees must utilize the "jury duty" code when recording hours into their timesheet.

For planning purposes, the employee must provide their manager with a copy of the jury duty notification.

It is the University's expectation that an employee who is released from jury duty early would return to work whenever practicable. When serving jury duty, employees must still report for work on any regular workday or major portion of a workday during the period when they are not required to report for jury duty.