

# Jury-Civil Duty Leave

## Employees – Exempt Employee Code

### CWU Policy 305-29

**Effective:** September 5, 2012

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A - Jury/Civil Duty Leave Procedure

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- (1) An exempt employee shall be granted absence with pay to serve on jury duty or to exercise other subpoenaed, non-personal civil duties. Such absence shall include required court time and reasonable travel time. Payment by the court for jury/civil duty shall be retained by the employee.

#### **History:**

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-60-050, June 2025 Attached Procedure CWUR 6-60-050 as Appendix A, June 2025*

## Appendix A - Jury/Civil Duty Leave Procedure

(1) Verification of a summons for jury/civil duty may be required.