



Type:	C – Institutional	Last Approved: Apr. 18, 1991
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Oct., 2015
Administrative Responsibility:	Manager, Human Resources	Procedure:

STATEMENT:

This policy applies to all employees wherever contract language concerning jury duty does not exist.

The University shall grant leave with pay to employees who must serve as jurors in a court action.

Employees in receipt of regular earnings while serving as jurors shall remit to the University all monies paid by the Court, except travel and meal allowances where not reimbursed by the University.

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