

# Academic Affairs Manual (ACD)

## ACD 706: Jury Duty and Material Witness Service Leave

Effective: 7/1/1975

Revised: 7/1/2011

### Purpose

To allow faculty members and academic professionals to be absent from work for jury duty and material witness service

### Sources

*Arizona Board of Regents Policy Manual - 6–807*

Office of the Provost of the University

### Applicability

Faculty

Academic professionals

### Policy

#### Jury Duty

An academic unit [chair](#) or director will grant a leave of absence with pay, for a necessary period, to a [faculty member](#) or [academic professional](#) who has been summoned for jury duty. The faculty member or academic professional must:

1. immediately notify the academic unit chair or director of the summons
  2. periodically contact the academic unit chair or director, if the service is prolonged
- and
3. return to work, if sufficient time remains in the work day, when presence as a juror is not required.

#### Material Witness Service

A department chair or director will grant a leave of absence with pay, for a necessary period, to a faculty member or academic professional who has been subpoenaed to appear as a material witness unless:

1. the testimony or evidence relates to or arises from the faculty member's or academic professional's commercial, business, or other personal matters
- or
2. the testimony or evidence relates to the faculty member's or academic professional's own misconduct or unlawful conduct.

A faculty member or academic professional who appears in court and provides testimony regarding the personal matters in points (1) and

(2) listed above either must use accrued vacation leave or take leave without pay.

A department chair or director may request to see the summons or subpoena before granting leave with pay.

## **Fees and Travel Reimbursements**

Because the university does not withhold pay from eligible staff on approved jury duty or material witness leave, a faculty member or academic professional will remit their jury duty or material witness fees, less travel reimbursement, to University Cashiering Services.

A faculty member or academic professional who is employed at less than 100 percent FTE will remit only that comparable portion of their fee, e.g., remit 50 percent of the fee if employed at 50 percent FTE.