

Staff Personnel Manual (SPP)

SPP 704–03: Jury Duty and Material Witness Service Leave Benefits

Effective: 7/1/1984

Revised: 12/23/2024

Purpose

To allow employees to be absent from work for jury duty and material witness service

Source

Arizona Board of Regents Policy Manual - 6–807

Eligibility

All benefits-eligible [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

Jury Duty

A supervisor will grant paid time off, for a necessary period, to an employee who has been summoned for jury duty. The employee must:

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

Material Witness Service

An employee called upon for service on a jury or as a subpoenaed witness (other than as a plaintiff or defendant) in an Arizona judicial or administrative proceeding, shall be granted paid time off to perform such service unless:

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

An employee who appears in court and provides testimony regarding the personal matters in points (1) and (2) listed above must use accrued vacation leave benefits, compensatory time balance, or take the time without pay.

Requesting Time

Nonexempt (Hourly) Employees

Nonexempt employees should request time by submitting an absence request for Jury Duty to the supervisor. A copy of the jury summons must be dropped into the documents section of the request.

Exempt (Salaried) Employees

An exempt employee should request time by submitting an absence request for Jury Duty to the supervisor. A copy of the jury summons must be dropped into the documents section of the request.

Supervisor

The supervisor must respond to the employee's request with either an approval or denial which will route a response to the employee.

Fees and Travel Reimbursements

An employee must remit their jury duty or material witness fees, less travel reimbursement, to ASU Cashiering Services. An employee with FTE between 50 and 100 percent needs to remit only that same percentage of his or her fee.